



MINUTES

Meeting: PARISH COUNCIL

Date: 2nd November 2020

Time: 7.30PM

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

PRESENT:

Councillors (11) A Buckley (Chairman), Mrs A Grigg, T Blanks, Mrs S Jackman MBE, A Tyler, B Clegg, R Spearman, Mrs S Hawkins, M Stroud, Ms D Wood, G Mulliner

Officers in Attendance (3)

Susan Deluca - Clerk

Adriana Jones – Principal Financial Officer

Joanna Tyler – Senior Administrative Officer

Also Present (1)

District Councillor Les Burrows (Thornwood Ward)

Members of the Public (1)

Members of the Press (1)

C20.134 APOLOGIES FOR ABSENCE (3)

Apologies received from Cllrs Irvine, Ms Coop-Rodia, Bedford*

*The Clerk reported that Cllr Bedford would join the meeting later if time allowed. The Clerk reported that District Cllr McIvor would also join meeting later if time allowed.

C20.135 OTHER ABSENCES (0)

None.

C20.136 MINUTES

The Minutes of the Parish Council Meeting held on the 5th October 2020 were **APPROVED**.

The Minutes of the Environmental Committee Meeting held on the 19th October 2020 were **NOTED**.

C20.0137 DECLARATIONS OF INTEREST

Cllr Spearman declared a disclosable pecuniary interest in any agenda item concerning the Local Plan. Cllr Mrs Grigg, Cllr Blanks, Cllr Mulliner and the Chairman declared a non pecuniary interest as members of the Royal British Legion.

C20.138 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

C20.139 REPORT OF THE CLERK

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

within the Agenda. The Clerk advised that she had one additional item to report regarding a recent incident at Hastingwood Allotment Site. Cllr Mrs Grigg confirmed that the matter would be reported under the Vice Chairman's Report.

C20.140 REPORTS AND MEMBERS REPORTS

a) Chairman's Report – The Chairman mentioned that he would be collecting donations for the Children's Christmas Party at Norway House again this year. He reported that the Management Team were considering the possibility of having an outdoor party for the children. Any Councillor who wished to contribute was asked to put their donation in an envelope and post it through the Chairman's door.

b) Vice Chairman's Report – The Vice Chairman advised that the following street lights are not working and asked that they be reported as soon as possible:-

- 3 lights at the Hastingwood Roundabout
- First light on right-hand side on Hastingwood Road
- Light at the top of Glovers Lane.

The Vice Chairman reported that a resident had contacted her regarding an untidy building site in Hastingwood. The Environmental Department at EFDC will be investigating.

The Vice Chairman reported that fireworks had been let off at Hastingwood Allotment Site over the weekend. They were very loud and animals were terrified. Both the Vice Chairman and Cllr Irvine attended the allotment site. The allotment holder who was letting off the fireworks was reported as "verging on the aggressive" and had said that he had been an allotment holder for over 35 years and had been given permission. The incident was reported to the Clerk. The Clerk confirmed that a letter had been posted to the allotment holder, which stated quite clearly that fireworks cannot be held on allotments. The allotment holder was asked to answer the following two questions:-

- Who had given permission?
- Confirm that they had been an allotment holder for over 35 years.

The Clerk stated that she hoped to receive a response in the next couple of days.

c) District Councillors Reports – Cllr Les Burrows advised that there had been a District Councillors Surgery at the Parish Hall in Thornwood on 23 October 2020 and that he would be following up on some of the residents comments.

d) County Councillor Reports – No report

e) Parish Councillors Reports – Cllr Mrs Jackman MBE, referred to the report she had given at the previous meeting regarding EALC and the decision to exclude Clerks from its constitution. She said that she was pleased to report that the Clerk to Epping Town Council had since been appointed to represent the Epping Forest District, alongside herself.

Cllr Clegg reported that there was an issue with tanker lorries using Upland Road to enter the lagoon. He said that they are driving on to the pavement which had been previously repaired and was now destroyed.

f) **Queens Hall Report** – Cllr Ms Wood reported that a new boiler had now been installed. She said that the Charity was not looking forward to lockdown from Thursday.

g) **Neighbourhood Plan** – The Principal Financial Officer reported that she planned to commence work on updating the document now that the Clerk had returned to work.

h) **Local Plan** – The Principal Financial Officer reported that a copy of the letter sent to the Local Plan Examiner regarding why the Parish Council is challenging the figures had been sent to Councillors via email prior to the meeting.

i) **Highways Report** – The Clerk reported that she had spoken with Cllr Whitbread and thanked him for everything he had done so far in Thornwood, Hastingwood and North Weald. It was noted that the following works for North Weald are still outstanding:-

- road markings between the Library and the Talbot Roundabout
- new halos for the belisha beacons at both pedestrian crossings.

The Chairman said that the recently repaired road sign (just before the roundabout at the junction with Wellington Road) is obscured by a tree and asked if this could be added to the list. The Clerk confirmed that it had been. The Chairman mentioned the list of potholes sent to ECC Cllr Jackson and asked if any had been repaired (he was not aware of any being repaired in North Weald). The Clerk advised that she had not received an update and confirmed that she would look into the matter.

C20.141 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Members **APPROVED** the list of payments (these were emailed to Councillors prior to the Meeting) which were made up to the 31st October 2020. Members **NOTED** the account balances at the end of the month.

b) Income and Expenditure Summary 30th September 2020

Councillors **NOTED** that a summary of Income and Expenditure up to 30th September 2020 had been emailed to Members prior to the Meeting. Cllr Blanks asked if the reason the summary did not show the £10,000 grant received for the Parish Hall was because it was too late to be recorded. The PFO confirmed that was the reason.

C20.142 LAND FOR TREE PLANTING PROJECT

Councillors **NOTED** that the following places had been identified as suitable places for planting trees. The land is either owned by the Parish Council or is under the control of EFDC:-

Weald Common	Old Wooden Play Park	PC Owned
Weald Common	Close to Small Football Pitch	PC Owned
Weald Common	Triangle Nature Reserve	EFDC Owned

Weald Common	Far field near to Higham View Bridge and adjacent to Access Road	PC Owned
High Road, NW	At the front of Brick Building, Hurricane Way	EFDC Owned - suggestion by Cllr Alan Buckley
High Road, NW	In front of Norway House	EFDC Owned – suggestion by Cllr Alan Buckley
Hastingwood	Hastingwood B Allotment (currently being de-allotmentised)	PC Owned
Thornwood	Allotments – Community Orchard and Community Garden	PC Owned (we already have 100 free trees coming)
North Weald Airfield	Trees to be placed in the shape of Aeroplane	EFDC Owned – suggestion by Cllr Nigel Bedford

Cllr Mrs Grigg asked if the green at Pike Way would be suitable for planting. The Clerk confirmed that she would write to EFDC to request permission. Members **AGREED** that they were happy with the areas of land identified and agreed that Pike Way would be added to the list as a possible site.

C20.143 ‘GOING FORWARD’ - PARISH COUNCIL & PARISH HALL AT THORNWOOD

Councillors **NOTED** that following Essex County Council’s decision to move Essex into Tier ‘High’, the Parish Council had continued with its Monday morning Face to Face Administration session out of the Parish Hall. It was noted that there are no hires in the hall from Groups due to the ‘High’ Tiering that we have been placed in. The Clerk confirmed the receipt of the £10,000 grant from EFDC into the Parish Council’s bank account.

The Clerk stated that following the Prime Minister’s statement on Saturday evening, the Parish Council staff would be working from home again. The Monday morning Face to Face session will be on hold until Government guidance allows us to go back. Councillors **NOTED** that an information notice regarding this had been placed on the Parish Noticeboards and on social media. A copy of the notice had also been included with the agenda pack posted earlier in the day to all Members.

C20.144 ‘GOING FORWARD’ – PARISH COUNCIL ELECTRONIC MANAGEMENT OF PC FUNCTIONS

Councillors **NOTED** that the first training session had taken place during October on the Allotment software. Training on the Cemetery software is to commence from 3rd November, which would take longer to complete. This is to be followed with training on the Hall Bookings software.

C20.145 ‘GOING FORWARD’ – PARISH COUNCIL VACATING OFFICE AND STOREROOM IN LIBRARY

Councillors **NOTED** that everything had now been removed from the Library and Storeroom and that the keys had been returned.

C20.146 NORTH WEALD AIRFIELD – HMRC INLAND BORDER FACILITY

Councillors **RECALLED** that at the 19th October meeting of the Planning Committee, Members agreed that a response to the letter and leaflet from HMRC

should be made, which was circulated to Members accordingly. It was noted that amendments were made and a further email enquiry sent. Councillors **NOTED** that additional further documentation was received by the Parish Council in the form of an Operational Management Plan. The Parish Council had also been asked to respond to this consultation document. However, the document was incomplete with none of the Appendices included. The Clerk contacted the consultation agents and asked for copies of the missing documents and was advised that these would not be made available, however, a meeting would be arranged. The Clerk advised that it would be impossible for the Parish Council to respond to this document without sight of the missing Appendices. It was noted that the Chairman was given a copy of the Operational Plan.

Councillors **NOTED** that an online meeting had taken place on Friday, 30th October, with the Chairman, Clerk, PFO and the consultation agents being present. A copy of the meeting notes detailing the questions and answers raised at that meeting had been circulated to Councillors via email. A copy of the response to the HMRC Consultation was also circulated. The Clerk advised that the consultation agents had promised to send a response to those questions raised for which they did not have answers as soon as they could. The Clerk confirmed that she would circulate a copy of the responses when received. Cllr Blanks asked if the consultation agents had formally minuted the meeting and would the Parish Council receive a copy of those minutes. The Clerk confirmed that they had. Cllr Clegg asked if the letter had been sent to the appropriate bodies. The Clerk confirmed that it had.

C20.148 CEMETERY

Councillors **NOTED** that there was nothing to report at the Cemetery.

C20.149 GDPR FILING

Councillors **NOTED** that due to the completion of the move from the Library, no GDPR filing had been undertaken during October.

C20.150 AUDIT

Councillors **NOTED** that the Internal Auditor had advised that he would be carrying out the Internal Audit for 2020-2021 remotely during November. All documents will need to be sent to him remotely.

C20.151 FOODBANKS

Councillors **NOTED** that the Clerk had been asked to place this item on the Agenda by two Councillors who had asked that an explanation be provided of the difference between an official Foodbank and a Volunteer Foodbank. The Clerk had received the following explanation from the manager at Epping Forest Trussell Trust Foodbank:-

“As a charity we work with front lines agencies to get emergency food to people in crisis and have been active across Epping Forest for ten years. I have copied in Chris, our Food Bank Chair of Trustees and Caroline, deputy chair and Co-ordinator of Living Hope, based in Loughton.

During COVID there have been “pop up” groups set up by people keen to help

others during the pandemic. One of these has been 3Food4U who have opened centres in Waltham Abbey and North Weald offering free food, home essentials clothes and toys without assessment or referral. The Food Bank is keen to hear about what impact the parish council feel this provision is having for people in North Weald who are finding it tough to make ends meet in this challenging time. Our model is quite different, in that we support people whose needs have been identified, they are getting help during their time of crisis and are keen not to create a culture of dependency. Our help is offered to a range of people through referral agents like Citizens Advice, health care professionals, social workers, and support services. This means everyone in a household who would might otherwise not seek help have access to have ten nutritionally balanced meals during a time of crisis, and our donated resources are used to support people who genuinely need help.”

Councillors **NOTED** that the Manager of the Foodbank had advised that she would be happy to answer any questions that the Parish Council has or would be willing to attend a remote meeting and had stated that “it is a complex and nuanced subject once you get to thinking about it”. Following lengthy discussion, Members **AGREED** that a further meeting would not be necessary.

C20.152 REMEMBRANCE SUNDAY & DEBT OF HONOUR

Councillors **NOTED** that the Parish Council had now received notification of the wreaths that various organisations / individuals wished the Parish Council to lay on their behalf. Details of these were attached to the Agenda. The following Councillors confirmed that they would be willing to lay a wreath on behalf of one of the organisations; Cllrs Bedford, Tyler, Stroud, Mrs Hawkins, Ms Wood and Ms Coop-Rodia. The Clerk confirmed that the Chairman would be laying wreaths on behalf of the Royal Norwegian Airforce (132 Air Wing) and 56 Squadron.

Councillors **NOTED** that the Remembrance Sunday ‘Remembering at Home’ pamphlet had been distributed to shops in North Weald. Copies of this would also be available at the Debt of Honour on Remembrance Sunday.

Councillors **NOTED** that we are saying:-

- There will be no Formal Service this year. Consider “Remembering from Home”, as per our pamphlet. We think that a number of people will choose to stay away this year anyway as we are normally ‘jam packed’ on the site.
- If you wish to lay a wreath at the Debt of Honour, this can be done at any time on the day, notwithstanding the significance and solemnity around the Act of Remembrance.
- If you are coming to the Debt of Honour (located on a small green area open on three sides) you much ‘take charge of yourselves’ and follow the current guidance, no mingling, ensure social distancing and wear face coverings.
- Overall, the message is that Remembrance Sunday IS being observed, but in rather different circumstances. But all who consider turning up must act responsibly and comply with (whatever) rules apply at the time.

Remember from Home This Year.

Councillors **NOTED** that the Chairman was still awaiting confirmation that there would be a wreath laying service at the Parish War Memorial in the grounds of St Andrew's Churchyard.

C20.153 SOCIAL MEDIA

Councillors **NOTED** that meetings continued to take place and the Parish Council Facebook page continues to be updated on a regular basis. The Clerk stated that social media was put to good use at the weekend following the offensive graffiti that had been targeted at the Play Area, Youth Shelter, new Noticeboard and the Parish Hall at Thornwood. The Clerk reported that the damage would cost thousands of pounds to remove and repair. It was noted that it was understood that the Youth Police Officer had identified those responsible from the CCTV. The Clerk and PFO had spent a number of hours on Saturday going through the CCTV images and writing a report. Cllr Stroud thanked the Clerk and PFO for giving up their Saturday and commented that it demonstrated the reason that the CCTV cameras had been installed was to protect the facilities we have in place.

Discussion ensued with regard to whether or not the cost of the damage could be recovered. The Chairman stated that the matter needed to be pursued with the Police.

C20.154 NORTH WEALD VILLAGE BEST FESTIVE CHRISTMAS DISPLAY

Councillors **NOTED** that at the Environmental Committee Meeting, it had been agreed that this Council and Everything Epping Forest (The Council's Press Officer) would join together to run a Christmas 'best decorated home and business' competition in North Weald Village this year.

North Weald Village Residents will be able to enter before 10th December. Each property / premises will be visited unannounced after the closing date and a picture of the display will be taken, with the pictures featured on social media, allowing residents to vote from their own homes. Votes can also be cast by email and text message before the closing date of 19th December. The winners will receive a £25.00 prize from the Parish Council (£25.00 for the best residential display; £25.00 for the best business premises). Everything Epping Forest has agreed to visit all of the properties that have entered the competition.

The Clerk confirmed that posters had been put up on Noticeboards in North Weald and sent out via Social Media.

C20.155 ALLOTMENTS

Councillors **NOTED** that a Grant for £1,000 had been awarded from ECC Locality Fund via ECC Councillor Anthony Jackson. This is to be used on a Community Allotment at North Weald.

C20.156 DATE FOR FINANCE & GENERAL PURPOSES & BUDGET / PRECEPT MEETING

Councillors **NOTED** that the date for the Budget / Precept Meeting will be Monday,

21st December at 7pm.

C20.158 CHRISTMAS & NEW YEAR OPENING TIMES

Councillors **NOTED** that the Parish Council will close for business at 12 noon on Wednesday, 23rd December and re-open at the Parish Hall on Monday, 4th January 2021 at 10am.

C20.159 JANUARY PARISH COUNCIL MEETING

Councillors **NOTED** that the January Parish Council Meeting will be held on Monday, 11th January 2021 at 7.00pm. Councillors were asked to agree to this change in Standing Orders. It was noted that the meeting would be held to confirm the precept figure only, unless there are any other urgent matters to discuss, which would be added to the Agenda. All Members **AGREED**.

C20.160 BROADBAND CHAMPION

Councillors **NOTED** that Cllr Andy Irvine has been Appointed a Broadband Champion for the area.

Meeting closed: 8.30pm

Signed

Date