



MINUTES

Meeting: COUNCIL

Date: 1st April 2019

Time: 7.30PM

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

PRESENT:

Councillors (11) A Buckley (Chairman) B Clegg, B Bartram, N Bedford*, G Mulliner, A Tyler, Mrs A Grigg, B Eldridge, Mrs S Jackman, MBE, M Stroud, Mrs E Godwin-Brown

*Arrived at 7.36pm

Officers in Attendance (2)

Susan Deluca - Clerk

Joanna Tyler – Senior Administrative Officer

Members of the Public (4)

Members of the Press (1)

The Chairman reminded those present that the meeting would be recorded.

C18.107 APOLOGIES FOR ABSENCE (2)

NOTED that apologies for absence had been received from Councillor Blanks and Councillor Spearman*

*Received too late to be reported at the meeting.

C18.108 OTHER ABSENCES (1)

NOTED that no apologies for absence had been received from Councillor Stallan

C18.109 MINUTES

Councillor Eldridge asked for a correction to be made to Minute No. C18.092 (b) the word ridicule should be replaced with ridiculous. The Clerk confirmed that the amendment would be made, following which the Minutes of the Parish Council Meeting held on Monday, 7th January 2019 were **AGREED**.

The Minutes of the Meeting of the Parish Council Environmental Committee held on Wednesday, 27th February 2019 were **AGREED** as a correct record.

Councillors **NOTED** the Minutes of the Parish Hall at Thornwood Common Management Committee Meeting held on Thursday, 7th March 2019.

C18.110 DECLARATIONS OF INTEREST

None declared.

C18.111 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman read out the following statement:

The Council rules allows 15 minutes for this session and for 3 minutes to be allocated to each member of the public, this should have time for 5 speakers.

If you could please indicate your wish to speak by raising your hand and please stand when asked to speak and give your name and address. Also people are requested to speak one at a time. If we cannot give a quick answer to your question here tonight, we will make arrangements to give you a written reply after the meeting.

The Chairman invited Mrs Davis, the Warden for the Thornwood Allotment site to speak. Mrs Davis informed Members that a long standing allotment holder, Mr Charlie Boshier, had recently passed away. Mr Boshier had maintained the "Charlie's Garden" area on the allotment site for many, many years, as well as tending his own allotment plot. Mrs Davis asked if the Parish Council would give permission to change the garden to "Charlies Garden and Orchard" as a lasting memorial to Mr Boshier. Mrs Davis informed Members that a number of allotment holders had offered to donate fruit trees. Mrs Davis stated that by planting an orchard it would be easier for the allotment volunteers to maintain than the present garden as all that would be required would be to mow the grass.

Councillor Mrs Grigg said that she thought that the suggestion was a worthwhile project, adding that Charlie had been a great character and she was pleased that the allotment holders wanted to carry on with the garden and orchard. Cllr Mrs Grigg stated that it was her belief that everyone present would think that the suggestion was a great idea. Both Cllr Tyler and Cllr Eldridge agreed with Cllr Mrs Grigg comments. Cllr Clegg asked if consideration could be given in the future to a memorial plaque being placed in the orchard area. The Chairman stated that the request could be agreed to in principal and ratified at the next Parish Council meeting. Mrs Davis reminded members that there is already a plaque present in the garden, which was unveiled at the Annual Allotment Meeting in 2018. The Clerk confirmed that the next meeting of the Parish Council would be held on the 13th May and the decision could be ratified at that meeting. Mrs Davis confirmed that she would continue to maintain the garden in the meantime and thanked Councillors for their agreement.

The Chairman referred to Item No. 10 on the agenda and asked Members if they would be in agreement to the meeting being closed when it reached that item in order that the members of the public could be invited to speak. All Members **AGREED**. The Chairman stated that this would also be the case with regard to Item No. 7 (f). All Members **AGREED**.

C18.112 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Councillors **NOTED** the Clerk's report, which was tabled at the meeting.

Date	Reported by or Action Initiated by	Regarding	Action Taken	Further Action Taken
MARCH	PFO	NPSG	MASTERPLAN, LEAFLET OTHER NP DOCS	ONGOING
MARCH	CLERK	FIRST REGISTRATION OF LAND	Ongoing	LIAISING WITH SOLICITOR & ARCHIVE RESEARCH

				PARTICULAR EMPHASIS ON PARKING SPACES AT ADJACENT TO WEALD COMMON & WAYLEAVES AT THORNWOOD COMMON
MARCH	SENIOR ADMIN OFFICER/CLERK	PARISH HALL	Various Actions	Including Maintenance Issues/Various Matters/Storage container & garages
MARCH	PFO	LOCAL PLAN	VARIOUS ACTIONS/EFDC LIAISING WITH PLANNING INSPECTOR	Various Actions
MARCH	SENIOR ADMIN OFFICER/CLERK	ANNUAL ASSEMBLY	Various Actions	Various Actions
MARCH	ALL STAFF	ALLOTMENTS	ALL SITES	Various Matters, ANNUAL MEETING – RAISED BEDS
MARCH	CLERK	PLAY AREAS MPF & THORNWOOD	ONGOING	GRANT APPS PLAY EQUIPMENT FINALISATION OF EQUIPMENT
MARCH	ADMIN (AIMI)	COMMUNITY GROUPS AT ANNUAL ASSEMBLY	VARIOUS ACTIONS	LIAISON
MARCH	SENIOR ADMIN OFFICER	ECC LIBRARY CONSULTATION	ONGOING	ONGOING
MARCH	CLERK	CORPORATE GOVERNANCE/ POLICIES/PERSONNEL	UPDATING AND REVIEW	ONGOING
MARCH	SENIOR ADMIN OFFICER	ANNUAL PARISH ASSEMBLY	INVITES TO ORGANISATION	LIAISON
MARCH	ADMIN (AIMI)	FILING/GDPR	GDPR	GDPR & FILING / ESSEX RECORDS OFFICE
ITEMS RECEIVED WHICH MAY BE OF INTEREST Various EFDC Agendas, North Weald Village Life, Various Periodicals				

The Clerk advised Members that the Allotment Warden for Wheelers Farm Gardens and Queens Road sites had given notice that he would no longer be carrying out the role as of 1st June 2019. The Clerk stated that another warden would need to be found and that arrangements were being made to put up a notice accordingly.

The Clerk mentioned Everything Epping Forest's Press Release regarding the Masterplan for North Weald Airfield.

The Clerk reported that she had received Essex Association of Local Council's County Update prior to the meeting and advised that the Community Initiative Fund is going to be re-launched in a different format, therefore there will be some grant funding available this coming year. The amount available will be up to £10,000.

C18.113 REPORTS AND MEMBERS REPORTS

- a) Chairman's Report** – The Chairman stated that he would like to thank everyone for their attendance at the Parish Assembly. The Chairman stated that it had been quite successful and he believed that members of the public had seemed to enjoy it and that the theme of the stalls around the room had been helpful.

The Chairman advised that he would be meeting the Scouts with Cllr Mulliner on Thursday of this week to show them the front of the cemetery as a possible place for bulb planting. The Chairman reported that he had visited Norway House earlier in the day to look at the pods. Norway House are seeking volunteers to help with their garden, therefore the Chairman has said that he would speak to the Scouts to see if they would be interested in getting involved. Cllr Bedford asked whether the area (at Norway House) would be suitable for turning into a wild flower area. He mentioned that he had obtained some wild flower seeds from Kew Gardens and would be happy to give them to the Chairman if he thought it would be suitable. Cllr Stroud stated that he believed the Scouts would be extremely interested in helping out, in particular with regard to Norway House, provided it is a safe environment for them in terms of vehicles using the car park. The Chairman stated that he would need to speak to the Scouts first and speak to the Manager at Norway House.

The Chairman informed Members that the date for delivery of the storage container for Thornwood had been put back to the 17th April.

b) Vice Chairman's Report

Cllr Eldridge mentioned the mud being left on the roads in Mill Street and Harlow Common from the Brent House Farm construction site, he advised he had spoken to the Clerk with regard to wheel washing. Cllr Eldridge reported that he had also spoken to the Clerk regarding signage for Hastingwood Village Hall and also the road coming from the barn and had suggested perhaps having a mirror or a sign. The Clerk advised that this can take a very long time and that she would mention it to the Local Highways Panel. Cllr Eldridge referred to the flytipping (reported at the previous meeting) and advised that it had been mentioned in the latest issue of North Weald Village Life magazine. The litter had been removed, however, the marble is still there. Cllr Eldridge reported that the horses are now being looked after.

c) District Councillors Reports

Cllr Mrs Grigg gave apologies for having to leave the meeting at 8pm and stated that her report related to Agenda Item number 14. Cllr Mrs Grigg reported that she had attended a meeting on 6 March regarding future car parking at Wheelers Farm Gardens. In anticipation of more vehicles visiting due to the reopening of the Doctors Surgery, the owners of Wheelers Farm Gardens are looking to create another 4 to 5 parking spaces on their own land. Cllr Mrs Grigg advised that they will need to seek approval from Highways for a dropped kerb. Mrs Grigg stated that the owners are minded to also apply for a residents parking scheme, however, this can take quite a time to go through as there would need to be a ballot and there has to be a certain percentage of residents who would want this to go

through. The Chairman asked where the spaces would be. Cllr Mrs Grigg stated that they are proposing to use the space in front of the community room. The Chairman confirmed that the surgery are looking at a soft opening week commencing the 15th April. Cllr Mrs Jackman, MBE, asked if the Clerk could write again to the Manager and ask the following questions: How it is going to be manned? What does a soft opening mean? What are the opening hours going to be? Clarification of how it is going to be run once it is opened. The Chairman confirmed that this would be covered under Agenda Item number 14.

d) County Councillor Reports – None.

e) Parish Councillors Reports – None.

f) Queens Hall Report

The Chairman closed the Meeting whilst a verbal report was given.

Following lengthy discussion, a number of actions were identified as requiring further investigation by the Clerk. The Chairman reopened the Meeting.

C18.114 REQUEST TO USE THORNWOOD FIELD FOR FOOTBALL BY EPPING YOUTH

Members **RECALLED** from the previous meeting, the request to use the Thornwood Field for the playing of Football matches from September 2019 to May 2020. A letter from Epping Youth Football Club was attached to the agenda giving full details of the request, including details of the young players who live in the Parish. Members **NOTED** that Members of the Parish Hall at Thornwood Common Management Committee had expressed concern at the problems that could be associated with the use of the hall car park.

The Chairman closed the Meeting and invited representatives from Epping Youth Football Club to speak.

Following discussion, Members **AGREED** that permission would be given for Epping Youth Football Club to use Thornwood Field to play matches for a trial period of one season. The issue regarding the storage of goals would need to be addressed before the start of the season.

C18.115 LOCAL PLAN

Dates of Hearings

Members **NOTED** that the Parish Council will be in attendance on the following two days, together with the Parish Council's Barrister, Rob Jameson:-

- Day 12 – 15th May 2019 – Matter 15: Places – Issue 2, Policy P6 & Policy P11
- Day 15 – 23rd May 2019 – Matter 14: Infrastructure and Delivery

The Clerk reported that the Parish Council's Barrister would be meeting with the Principal Financial Officer on 9 April to put together the documentation required for the Hearing in May.

C18.116 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Members **NOTED** that this would not be available until the next month due to the Principal Financial Officer being away from the office on Annual Leave.

b) General Data Protection Regulations (GDPR) Standing Item

Members **NOTED** that good progress had been made in beginning to sort out items which are in the filing room at the back of the office (as per GDPR). Members **NOTED** that there was a revised date for the expected delivery of the storage container. A start on the main archives is planned for June / July.

c) Internal Audit

Members **NOTED** that a provisional date for the Internal Auditor had been set for the 24th May and that the date would be confirmed at the next meeting.

C18.117 POLICIES & PROCEDURES, STANDING REGULATIONS & FINANCIAL REGULATIONS

Members were reminded that it had been agreed that these would be readopted annually. At the previous meeting, the Clerk had agreed to re-circulate the documents for Members. The Clerk informed Members that there were only two amendments and that these both were highlighted in yellow on the Council's Standing Orders. Cllr Bedford proposed that the following procedure be adopted with regard to future reviews:-

All future Policy Documents – only 1 copy will be printed off and retained in the Parish Council Office. After reviewing, all Parish Councillors in office on 1st April each year will sign a cover sheet stating that they have appraised themselves of the current policy papers.

Any new Parish Councillor appointed between April 1st and March 31st of the current year will be given the opportunity to read the policy documents upon appointment and then sign the register to confirm.

Following discussion, all Members **AGREED** to adopt this proposal. All Councillors agreed to formally **APPROVE** and **ADOPT** the Policies & Procedures, Standing Orders & Financial Regulations for the forthcoming year.

C18.118 ECC LIBRARY

Members **NOTED** that the Parish Council Library Working Group met on the 18th March and agreed the following:-

- To contact ECC Susan Barker via ECC Anthony Jackson and ask that a meeting be arranged.
- A Petition be drawn up to present to Essex County Council and that staff attempt to get as many signatures as possible and the Petition then be presented to ECC.
- To continue to see Volunteers to run a Community Library.

Councillor Bedford asked the Clerk when is a town classified as a town, the reason being that towns have a statutory obligation to provide a library under statute. The Clerk stated that a town is classified as a town when you have a Charter from the

Doomsday Book, usually, if you have a market. Cllr Bedford stated that under the Court Act of 1972, it has been a right since 1974, we could change the name from North Weald Bassett Parish Council to North Weald Town Council. The Clerk advised that North Weald does not have a market and does not have a Charter. Members queried the question of the market. The Clerk stated that the market is not held on land owned by the Parish. Cllr Bedford informed Members that he had looked at what the definition of a town is and it states that a town has to have one post office and not a lot more. The Clerk stated that the suggestion of changing to a town had been looked at previously a number of years ago. Cllr Bedford stated that the reason behind his suggestion was a way of perhaps keeping the library open. He said that his argument would be that the current establishment of the village residents is about 3500, with the increase in houses it would take the village to over 5,000 people, adding that once you hit a certain target you could be classified as a town. The Clerk stated that she would need to undertake further investigation with regard to this matter.

Cllr Mrs Jackman, MBE, referred back to the Library Working Group Meeting and asked if the Clerk had contacted ECC Susan Barker and ECC Anthony Jackson to arrange a meeting. The Clerk advised that no arrangements had been made, however a letter had been received from Cllr Barker which had been sent to all those who had submitted an Expression of Interest. The Clerk stated that she would be writing Cllr Jackson to request a meeting, however, she did not expect to hear anything from Cllr Barker due to the County Elections and the period of Purdah. Cllr Mrs Jackman, MBE, asked if the Clerk would send a copy to Cllr Barker. Cllr Tyler asked how the petition was getting on signature wise. The Clerk stated that there were around 70 signatures so far and that she was hoping to get around 300 signatures and advised that the petition was being circulated around local groups. Cllr Bedford stated that he would have expected more signatures. The Clerk advised that the petition had only been started one week ago.

C18.119 SKY GUARD LONE WORKING DEVICES

Members had previously been advised that, following a serious incident within the Parish Office and also due to the fact that, on occasion, staff are out on site working alone, it may be necessary to look at something like the Sky Guard Lone Working Devices to ensure the safety of staff. The Clerk reported that she had been advised that the device costs £11.00 per month per device. The Chairman asked if each staff member would require a device. The Clerk advised that she was trying to find out if one or two devices could be kept in the office, for use when one person needs to go out on site. Cllr Bedford gave a brief report as to how the devices work. Cllr Clegg suggested that the Clerk investigate if the devices are transferable amongst staff or whether each staff member needs their own. Cllr Clegg stated that if they are transferable, Councillors may also be able to use them. The Clerk confirmed that she was trying to find this out. The Chairman asked Members if they agreed in principle for the Clerk to investigate further. All Members **AGREED**. Cllr Eldridge stated that he would advise, in the meantime, that if the office staff are on their own, they call a councillor to be present. Both the Chairman and the Clerk confirmed that this procedure was in place. Cllr Bedford suggested that the Clerk may wish to investigate whether a small camera could be purchased to be located in the vicinity of the office door, to record visitors

to the office and have it linked to a pc. The Clerk confirmed that she would investigate the matter further.

C18.120 NORTH WEALD DOCTORS SURGERY

The Clerk reported that she had received an email from the Manager of the Limes, advising that there will be a 'soft opening' of the Doctors Surgery in North Weald during the week commencing 15th April 2019. The Clerk referred to the earlier request from Cllr Mrs Jackman, MBE, under District Councillors reports, and noted the questions to ask the Manager of the Limes.

C18.121 PLAY AREAS UPDATING

Members recalled that £11,000 had been received from the Essex County Council CIF Fund for revamping the play areas at Memorial Playing Field and at Thornwood. Members were asked to confirm that they were willing to allocate matched funding from the Brent House Farm S.106 fund. The Clerk reminded Members that there will be at least £1,000 from Tesco 'Bags of Help' Grant Fund which is to be allocated to the play equipment at Memorial Playing Field. The Clerk advised that she was struggling to find a piece of play equipment with a 'wow' factor for both play area sites. The Clerk tabled details of play equipment quotes received. Following lengthy discussion, the Clerk confirmed that she would continue to investigate alternative play equipment and asked Members if they were willing to commit to matched funding. All Members **AGREED**.

C18.122 PORTACABIN CONTAINER FOR STORAGE AT THORNWOOD

The Chairman informed Members that delivery of the container had been delayed, due to a confusion in dates from the contractor. He stated that the container is due to be delivered to site on Wednesday, 17 April. Members were reminded that at the October 2018 Meeting, it had been agreed to allocate £8,000 from the Brent House S.106 fund for the new Portacabin Storage Container (to replace the temporary garages at Thornwood at the rear of the Hall). Notices had been placed on the garages and notifications sent to the groups asking them to remove items belonging to them, however, at the time of dismantling, there were still items left in the garages. Therefore, it had been necessary to arrange for a skip in order to remove the unwanted items. After inspection, one of the two garages was found to be sound, fully functional and watertight and therefore it had been retained to store the chairs for Remembrance Sunday, the collapsible outside tables and the spare hall chairs, freeing space in the hall extension.

Members **NOTED** that it had been essential to carry out ground works to level the site, to ensure that the container fits neatly and safely on the site. The portacabin itself, had incurred additional charges in the 'fitting out', electrics and delivery to site. The Chairman stated that an additional £3,000 would be required to cover the additional unforeseen charges.

The Chairman reported that he had visited Norway House to view the pods which have now been sited there and advised that they were provided by the same contractor who was being used for the container at Thornwood. The Chairman advised that he thought that the pods had been very well put together.

The Clerk referred Members back to the extra funds required to cover the additional charges and advised that £1500 could be taken from the monies put aside for the wall at the front of the shops, stating that this could be transferred by way of 'virement'. The Clerk stated that if this was agreed the remaining £1500 would be taken from the S.106 monies. Cllr Tyler stated that the container would provide the council with the ability to store its archives in a secure and dry environment in the same place for the first time and proposed that the additional funds be allocated as advised by the Clerk. The Chairman asked if all Members were in agreement. All Members **AGREED**.

C18.123 WALL AT THE FRONT OF SHOPS, HIGH ROAD, NORTH WEALD

Members **NOTED** that following a visit from EFDC Building Control, regarding a complaint from a local resident. The Parish Council has removed the small area of wall that it had built to make the area in front of the shops look a nicer place to fit in with the garden. This wall had been knocked over previously by vehicles and the owner of the wall has not, in the past, removed the bricks or rebuilt the structure. In 2017 the Parish Council took the matter in hand to make the area look better and also to ensure that no bricks were left hanging around that could be used for vandalism purposes. However, the wall continues to be hit by vehicles and the Parish Council continues to be criticised for its efforts. Therefore, the best way forward is to carry out no further work to this area of wall. This means that the Parish Council will now no longer have any responsibility for that area of wall or for removing any bricks. The responsibility will revert back to the owner. The Clerk will advise the owner of the action that has been taken.

C18.124 PARISH HALL AT THORNWOOD

Members were reminded that following the installation of the new front doors to the Parish Hall at Thornwood, it had been agreed that the name of the hall should be installed above the doors. The Parish Hall Management Committee had asked if the Parish Council would consider changing the name of the hall back to what it had always been known as 'Thornwood Village Hall'. The Clerk gave a brief report as to what had instigated the change of name to the 'Parish Hall at Thornwood'. Following discussion, Cllr Tyler **PROPOSED** that the name of the hall remain as Parish Hall at Thornwood, this was **SECONDED** by Cllr Eldridge. The Clerk asked for clarification that it should say Parish Hall at Thornwood Common. The Chairman asked if all Members were in agreement. All Members **AGREED** unanimously.

The Chairman informed Members that this would be the last meeting attended by Councillor Mrs Godwin-Brown and asked that they join him in thanking her for all of her hard work and efforts over the years and to wish her well for the future. Councillor Mrs Godwin-Brown stated that she has been proud to be part of the Parish Council and has enjoyed working with her fellow councillors and the parish office staff.

Meeting closed: 9.20pm

Signed

Date