



**MINUTES**

**Meeting:** PARISH COUNCIL

**Date:** 1 July 2019

**Time:** 7.30PM

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

**PRESENT:**

**Councillors (8)** A Buckley (Chairman), B Clegg, G Mulliner, A Tyler, Mrs A Grigg, Mrs S Jackman MBE, R Spearman, M Stroud.

**Officers in Attendance (2)**

Adriana Jones - Principal Financial Officer (PFO) – Meeting Clerk  
Jo Tyler – Senior Administrative Officer

**Members of the Public (2)**

**Members of the Press (0)**

**C19.041 APOLOGIES FOR ABSENCE (3)**

Cllrs Eldridge, Bedford and Blanks had offered their apologies.

**C19.042 OTHER ABSENCES (1)**

Cllr Ms Wood.

**C19.043 CO-OPTION OF COUNCILLORS**

Members **NOTED** there had been two applications for the two Councillor Vacancies – one for Hastingwood Ward and one for Thornwood Ward. Both individuals had been invited to attend this meeting, however due to their personal circumstances were unfortunately unable to attend. Councillors **NOTED** that this agenda item would be rolled over to the September Parish Council meeting.

**C19.044 MINUTES**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> June 2019 were **AGREED**. Councillors **NOTED** the Minutes of the Parish Hall at Thornwood Meeting held on the 13<sup>th</sup> June 2019 and the Minutes of the AGM & the Ordinary Meeting of the Queens Hall Charity held on the 22<sup>nd</sup> May 2019, all of which were attached to the agenda.

**C19.045 DECLARATIONS OF INTEREST**

Cllr Spearman declared a disclosable pecuniary interest in any agenda item concerning either the Local Plan or Neighbourhood Plan. Cllr Stroud declared a non pecuniary interest in any item concerning the Scouts.

**C19.046 QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman welcomed the members of the public present. Mr Hamish Buttle, Quinn Estates, addressed the Council, advising that their current application was still with the District Council, but that Quinn Estates had submitted amendments following 12 months of further engagement. Mr Buttle advised that the District had confirmed they would be reconsulting on the amended proposals. He also advised that the revised application was still a Hybrid application for up to 555 homes, including policy compliant affordable housing, a 70 bed retirement facility, a 2 form entry

primary school, medical facilities, and an open park covering 48% of the site. The first phase would be 116 dwellings and a community centre. The scheme has been reduced from 690 homes to 555 on the basis of discussion with ECC, EFDC and various community groups. Much of the built development has been relocated south of the A414. Mr Buttle advised that ECC had informed Quinn Estates that there wasn't a need for a secondary school on this site, but a 2 form entry primary school would be needed. Hamish advised that conversations had taken place with the CCG and the Limes and they were interested in having further discussion about the proposals.

The Chairman thanked Mr Buttle for providing an update, and advised that the Parish Council were unable to make comment on these proposals until such time as the application formally comes before the Planning Committee for consideration.

#### **C19.047 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

Councillors *NOTED* the Clerk's report which was attached to the agenda. In addition to the report, the meeting Clerk advised that a letter had been received from RAFA inviting a member of the Parish Council to attend and event on 15<sup>th</sup> September, to which the Chairman confirmed he would put this in his diary.

#### **C19.048 REPORTS AND MEMBERS REPORTS**

**a) Chairman's Report** – The Chairman thanked those Councillors who had attended Cllr Brian Bartram's funeral and advised that he had sent a note to Brian's family who confirmed they appreciated the support that was shown. The Chairman further reported that the Village Sign by Wheelers Farm Gardens had been removed and was on its way to Leyton Buzzard to be renovated. The Preservation Society have put new plants in the box below the sign which looks very nice, and thanks were recorded to the Preservation Society for doing this. The Chairman confirmed that an update was still awaited from Sarah Alcock and Cllr Whitbread following the LHP meeting.

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

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

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

**e) Parish Councillors Reports** – Cllr Mrs Jackman reported that she had seen a worrying article in Ongar News, which had suggested that the youths in Ongar should be directed to North Weald Airfield, where facilities could be made available for them. Cllr Mrs Jackman stated that she felt this was totally inappropriate and without foundation, especially when she was unaware of any conversations with North Weald Bassett Parish Council or the District Council regarding this suggestion.

Cllr Mulliner advised that Mr Brian Palfreman was now the new Warden of Queens Road Allotments. A warden for North Weald had still not been found, although a tenant had been asked if he would be interested in taking on this role. Cllr Mulliner advised that some time back, himself and the Clerk had met with

STORM – the contractors for Queens Road housing – to discuss the damage and repairs to the allotments as a result of the building works. There was one particular allotment plot on the Wheelers Farm Gardens site that experienced some damage, and during the meeting the STORM representatives had advised that the tenant was happy with the repair works carried out, however Cllr Milliner had advised this needed to be checked with the tenant. Since this time, an email had been received from the tenant advising he was not happy and asking when a satisfactory conclusion would be reached. Cllr Mulliner confirmed himself and the office staff would be dealing with this issue.

Cllr Mrs Grigg advised that in the absence of Cllr Eldridge, a report had been received of rubbish being dumped at Green Lane in Hastingwood. Cllr Chris Whitbread had been contacted about this, and there had been a suggestion that Green Lane should be closed due to repeated dumping, burning and fly tipping. Cllr Whitbread would be taking up the issue of closure with County Council, and EFDC would be visiting the site on Wednesday reference the fly tipping.

Cllr Clegg provided an update on the Speedwatch work, advising that a 45 minute training session had taken place the prior week in North Weald, and after this training session speedwatch checks could now take place in the approved locations. With regard to the discounted locations, Cllr Clegg advised he would be challenging these. All the necessary equipment is stored at Cllr Clegg's home, and speedwatch members are simply asked to give 24-48 hours' notice of the need to use them. The Hastingwood representatives still need to be trained, and a further training session has been arranged for 11<sup>th</sup> July in Upland Road. Cllr Mrs Grigg confirmed she would ask Mr Grigg if he could assist. Cllr Tyler thanked Cllr Clegg for effectively managing this process and getting it up and running.

**f) Local Plan** - The PFO provided an update that the Local Plan examination, stating that the hearings had closed and that a letter was awaited from the Examiner which was expected before 12<sup>th</sup> July.

**g) Neighbourhood Plan** - Councillors noted that the Steering Group had appointed Martin Small, the consultant who had helped Epping Town Council with drafting their Neighbourhood Plan, to assist them with the policy writing and evidence gathering part of the Neighbourhood Plan process. Meetings would be taking place over the coming months to identify and create some draft policies based on the feedback from residents. In addition, the Steering Group had met on a number of occasions with the Masterplan Team for NWB.R3 in order to try and influence the development proposed for this area. The masterplan was at a very early stage, and it was hoped that any future designed would at the very least take account of the feedback the Steering Group received in their Neighbourhood plan consultation. The PFO had also attended a Quality Review Panel meeting in mid June at which the strategic draft principles for the Masterplan area were put forward to a panel to comment upon. The Steering Group were happy with the progress to date in terms of the masterplan, which seems to have considered and factored in many of the points of importance raised by local residents via the NP process.

**h) Queens Hall Report** - Councillors *NOTED* that a report of glass on the basketball court had been received by Cllr Ms Wood, who had investigated and arranged for most of the glass to be removed. The meeting Clerk confirmed she had attended site earlier that day to review the site, and there were some small pieces of glass remaining. This issue would be addressed at the next meeting of the Queens Hall Charity would be taking place the following Wednesday, 3<sup>rd</sup> July.

#### **C19.049 FINANCIAL REPORTS**

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

The cheque list up to 30<sup>th</sup> June 2019, and the account balances at the end of this month were *NOTED*. Councillors *NOTED* that there had been an undetected water leak on the disused Hastingwood Allotments, which had resulted in an exceptionally high water bill.

##### **b) General Data Protection Regulations (GDPR)**

Councillors *NOTED* that there had been good progress in terms of the physical filing, including moving of items from the storage area at the Parish Hall into the Container, however this process may be slower during July and August due to staff annual leave. In terms of Electronic data, much of this would be covered under agenda item 10.

##### **c) External Audit**

Members *NOTED* that the External Audit had been submitted to the Auditor, and that the relevant notices of public rights had been erected onto the Parish Notice boards and Parish Council website.

#### **C19.050 IT SERVICES AND COMPUTERS**

As part of the ongoing GDPR review, together with a number of IT issues experienced in the Parish Office over the past few months, the Clerk has been investigating the best solution to move the Councils computer and IT systems into the 21st century for modern day management and to ensure GDPR compliance. After thorough investigation, and discussion with the Chairman, a *RECOMMENDATION* was put before the Council for a full shift in the operational aspect of the Councils electronic services as follows:

- Full migration of the electronic operations to a central cloud based hub system, accessible remotely. This will ensure a central storage point for all electronic records and files, including a cloud based back up. This also addresses issues in terms of Financial Risk and Business Continuity by reducing the current risk with each employee taking their laptop home to work.
- Migration of all emails to corporate emails. Currently the Principal Finance Officer, Senior Admin Officer, and all Councillors are using personal email addresses for work related emails. This will remove this risk, with all staff and Councillors being allocated a formal 'northweald-pc.gov.uk' email address for use with Parish Council related matters, and ensure GDPR compliance.
- New computers for all staff. Two of the computers in use by the Parish Council staff are coming to the end of their useful life, with both having less than 12 months before some software will no longer be supported by Microsoft. The new computer suite will ensure current and up to date software and operating

systems, able to integrate into a cloud base central storage hub, fully encrypted and data protected to comply with GDPR regulations.

- A managed IT support package to address any issues
- Suitable antivirus and security systems for all computers
- Subscription to Microsoft 365

The cost to create this secure, GDPR compliant shift of operation is follows:

- One off cost for supply of computers with hardware maintenance - £2,333.00
- One off set up cost for migration to Office 365 central hub set up - £1,120.00
- Monthly service costs, including technical support, maintenance and Office 365 subscription - £338.08

Councillors **AGREED** that this move was necessary and approved the costing as supplied.

#### **C19.051 ECC LIBRARY**

As reported at the last meeting, a meeting had now been held with Cllr Mrs Susan Barker, Cllr Anthony Jackson, & Cllr Chris Whitbread together with Cllr Buckley, Cllr Tyler and the Clerk, to discuss the future of North Weald Library. The meeting was very encouraging with regards to the next steps in the possibility of running a community library service. A Community Library Information Pack is still awaited and recommendations will be put to ECC Cabinet on the 10<sup>th</sup> July. The Chairman advised that at the meeting, the Business Plan produced by the Clerk and Senior Administrative Officer had been presented, and it was fair to say that the County were quite impressed. The Chairman advised that the Clerk had sent a chaser asking when the Parish Council would receive further information. It was noted that both ECC Cllr Whitbread and Cllr Jackson had been very supportive.

#### **C19.052 COMMITTEE LIST**

A copy of the updated committee list was attached to the agenda. Members were advised that due to the lack of the number of Councillors who are now available to attend the parish council environmental committee meeting, members should consider whether or not they wished to change the time of this committee to an evening meeting. The committee currently meets at 10:30am on a Wednesday morning a minimum of 3 times per annum. Cllr Mulliner is the chairman of this committee. Cllr Mrs Jackman advised that if these meetings would be held after planning committee meetings, she would be very happy to go on the committee. Cllr Tyler also confirmed he would be happy to do the same. After further discussion it was **AGREED** that the next environmental committee meeting it should be held after a planning meeting which would start earlier.

Cllr Mulliner advised that the Queens Hall Charity needed updating on the Committee List.

#### **C19.053 ROYAL NORWEGIAN AIR FORCE 75<sup>TH</sup> ANNIVERSARY EVENT**

Members **NOTED** that the Clerk had been advised by Arthur Moreton that the Royal Norwegian Air Force will be holding a commemorative event on Monday 15<sup>th</sup> July 2019 at 12noon to celebrate the 75<sup>th</sup> Anniversary of the Royal Norwegian Air Force's formation in 1944. General Tonja Skinnerland, the Chief of the RNOAF,

accompanied by Norway's Military Attaché to the UK, together with Air Force veterans/officers will attend and lay a wreath at the Norwegian Stone. All North Weald Parish Councillors are invited to attend the Wreath Laying event which is to be held at the Norwegian Memorial, outside the Museum. Following this event, the Chairman of the Parish Council has been invited by the Norwegian's to attend a lunch at the Squadron on the Airfield, together with Cllr Tyler whom Arthur Moreton has asked to accompany him to the event.

Councillors noted that the Parish Council has been asked to provide 40 chairs at the memorial on the day, and also to erect the Norwegian flag on the Parish Councils flag pole on the village green. It is understood that North Weald Village Hall have been asked to provide the sound system with Mr Moreton asking Councillor Blanks if he could operate this on the day. The Chairman invited Arthur Morton to address the Council. Mr Moreton advised that everything was in hand and the Chief of Air Staff would be coming over with 11 or 12 serving officers. Unfortunately not many veterans will be in attendance, however this event is of pivotal importance to the Norwegians. Mr Moreton had been asked to act as the liaison in North Weald. The lunch at the Squadron is by invitation only however details of the event will be published in the next few weeks. The memorial will be cleaned up and Darren Goody will be providing support on the day. Councillor Tyler advised that he would need to check his availability for attendance at the lunch.

#### **C19.054 DEBT OF HONOUR**

Following on from various communications between this Parish Council and EFDC regarding the Memorial, the Parish Councils Principal Finance and Health & Safety Officer has attended a site visit with EFDC Officers in relation to the safety of the structure. The PFO advised that during the visit, a number of slabs were lifted in order to ascertain why there had been movement, and what had caused the slabs to become uneven. It transpires that this wasn't specifically down to tree roots, but movement of the actual debt of honour itself, which had been constructed on separate foundations to those onto which the slabs had been constructed. This had in turn caused the effect of lifting the stones. Whilst there can be no guarantee that there wouldn't be any further movement of the Debt of Honour foundations, EFDC had advised that they would be willing to make good the current slabs, by way of re-laying some form of base and ensuring that the slabs were all straight. A recommendation was placed to Council that they accept the offer of completing these works, and that after this time the Parish Council could take over ownership and management of the Debt of Honour. Cllr Mrs Grigg asked if there was any idea of the cost to replace and make good the slabs, as the Parish Council would need to know these costs in order to adequately budget for the future. Cllr Mrs Grigg advised that such costs would need to be precepted. Cllr Tyler queried whether or not the obelisk was in fact the responsibility of the Parish Council. Mr Moreton advised that the Parish Council took over responsibility for the obelisk 15 years ago. Cllr Mrs Grigg advised that the Norwegians applied the word 'town' to the stone and all the stones dedicated at that time had similar inscriptions. Mr Moreton advised that there would be people who would be willing to work with the Parish Council with regard to maintaining this area and the Debt of Honour, which included the museum. After further discussion it was **AGREED** the Parish Council would go back to EFDC advising they would be happy

to take over ownership after such time as the remedial works to the slabs had taken place.

**C19.055 SEPTEMBER PARISH COUNCIL MEETING**

Councillors **AGREED** that both the September Parish Council meeting and planning committee meeting will be held in Hastingwood village Hall.

**C19.056 PARISH HALL RISK ASSESSMENT**

Councillors **NOTED** that a full Health and Safety Risk Assessment, and Fire Risk Assessment, had been completed on the Parish Hall in Thornwood on 12th June 2019. A copy of these assessments, together with details of any actions necessary, will be on the agenda for the next Parish Hall Committee meeting. Councillors are also able to view a copy at the Parish Council office. Councillors **NOTED** that no serious H&S or Fire Risks were identified, however a number of actions are needed over the coming months. The Clerk and PFO have already met with the Caretakers and discussed the outcome of the assessment.

Meeting closed: 9.01pm

Signed .....

Date .....