



**MINUTES**

**Meeting:** COUNCIL

**Date:** 4th June 2018

**Time:** 7.40PM

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

**PRESENT:**

**Councillors (10)** A Buckley (Chairman) B Clegg, B Eldridge, Mrs Jackman MBE,  
G Mulliner, R Spearman, T Blanks, B Bartram, A Tyler, D Stallan

**Officers in Attendance (2)**

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

**Members of the Public (5)**

**Members of the Press (1)**

**C18.034 APOLOGIES FOR ABSENCE (3)**

Apologies from Cllrs Bedford, Mrs Godwin-Brown and Mrs Grigg.

**C18.035 OTHER ABSENCES (0)**

None.

**C18.036 CO-OPTION OF COUNCILLOR FOR THORNWOOD COMMON WARD**

Cllr Mary Crosby was duly Co-opted as Councillor for Thornwood Ward.

**C18.037 MINUTES**

Cllr Stallan advised that he had sent an email to the Chairman and Clerk regarding the minutes from the 8th May 2018, minute reference C18.024. Cllr Stallan stated his concern was that Mr Moreton had visited him the prior day regarding the minutes, and asked if the Clerk would like to read out the email he had sent. The Clerk advised that she had liaised with the Chairman and the tape had been transcribed for this section of the meeting, and suggested that perhaps the minutes could be agreed excluding minute reference C18.024, and a copy of the transcription be given to Cllr Stallan to review and revert at the next meeting. Cllr Stallan advised he was happy to do this if Members were happy for this to take place, and if it helps speed thing up Cllr Stallan was happy to email the Clerk directly prior to the meeting to confirm whether or not he was happy with the minutes as they currently stood, or if he had any proposed changes. This was **AGREED**.

Other than minute reference C18.024, the minutes of the Annual meeting of the Parish Council held on 8th May 2018 were **AGREED**.

Cllr Bartram advised that due to the Minute Secretary being on holiday, there were no minutes of the Queens Hall Charity.

**C18.038 DECLARATIONS OF INTEREST**

Cllr Spearman declared a discloseable pecuniary interest in any item relating to the Local Plan. Both Cllr Bartram and Cllr Eldridge declared a non pecuniary interest in

agenda item 15 Local Highways Panel - Hastingwood Village Hall indicator Sign - by virtue of being members of the Committee.

### **C18.039 QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman welcomed the members of public present. Mrs West addressed the Council regarding the Open Garden event in Thornwood taking place on 24th June, reminding Council that earlier in the year permission was given for the use of the parish hall car park and allotments for this event. Mrs West stated she had been liaising with the Clerk who had advised that the Parish Council's insurance would not cover third party events held outside the hall, and suggested that perhaps the Allotment Open event could be a Parish Council held event, and as such would be covered by the Parish Council's insurance. The Clerk confirmed she had spoken with the Allotment Warden, who would be happy to manage the event. After some discussion, it was **AGREED** that the Allotment Open event should be a Parish Council managed event. The Chairman thanked Mrs West for her time.

Mr Buttle from Quinn Estates addressed the Council, advising that Quinn Estates had formally submitted a planning application to EFDC for the development as detailed in the previous minutes. The planning reference is EPF/1494/18. Mr Buttle advised that the application was currently going through its registration and validation process which may take around a week. Mr Buttle handed to the clerk three copies of both the planning statement and design and access statement for this application, stating that a huge amount of information had been submitted as part of this application. Mr Buttle stated that Quinn had tried to work with the Parish, and the Parish Council, and that they now had a Planning Performance Agreement with the District Council. Quinn have a contract with Redrow Homes, and this application is a joint application by both parties. Mr Buttle advised he would be happy to provide the Parish Council with a disc containing electronic copies of all the documents submitted with the application. Mr Buttle advised that as previously requested, he would like to present to Parish Council the proposal, or if preferred via the Neighbourhood Plan Steering Group, stating they would like to continue to engage. Mr Buttle advised he was also happy to give a presentation when the planning application was considered by the Parish Council. The Clerk advised members that at this stage it was not clear when the planning application would come before Council for consideration, but it was expected there may be a number of residents who would like to attend, and it may be that a different location should be sourced within North Weald to hold the meeting if possible.

The Clerk asked Mr Buttle if Quinn had completed any presentations to EFDC already, to which Mr Buttle advised that there had been a public consultation, a pre-application meeting with EFDC around 12-15 months ago, with a further couple of meetings held with EFDC since this time, the last one being a couple of weeks ago with Officers of EFDC. Mr Buttle confirmed that Quinn had previously held meetings with EFDC at which both officers and District Councillors were in attendance, which included Cllr Stellan and Cllr Mrs Grigg. Mr Buttle advised there was engagement and discussion with EFDC, which Quinn take as a positive.

Cllr Stellan asked the Clerk if, considering the impact of the village / parish, this application would go to the Planning Committee as normal, or considering its

importance would it go to full council for consideration. The Clerk advised that she felt it would need to go to the Planning Committee in the first instance as this was the correct protocol, however she would need to speak with the Chairman and Vice Chairman regarding this. Cllr Stallan asked that as this was a large application, and although this Parish Council had always had a planning committee, had the Parish Council, rather than the planning committee, ever considered a large application, to which the Clerk advised she would need to look back historically to ascertain this. Cllr Clegg stated that he would be extremely put out as the Chairman of the Planning Committee if this application didn't come to the Planning Committee first, and subsequently during those deliberations, if the Planning Committee felt such an application should go to full council in order for all Council Members could vote on it then this could be proposed at the Planning Committee meeting. Cllr Mulliner asked if anybody could be co-opted on to the Planning Committee for one meeting, to which the Clerk advised this was not the correct process, stating she would review standing orders. The Clerk advised that the normal process is for planning applications to be considered by the Parish Council's Planning Committee, at which all Councillors were entitled to attend, albeit not vote. The Chairman stated that he understood the point Cllr Clegg had raised, in that this application should go through the proper process of going to the Planning Committee in the first instance. Cllr Stallan advised Cllr Clegg that he understood and supported where he was coming from, but was simply asking the question, not stating he had a view, as to whether or not it should go to full Parish Council to consider.

Cllr Clegg asked if the Clerk could estimate when this application would come to the Planning Committee to consider, to which the Clerk advised that it should be on this week's planning list, or possibly the following weeks list, which means it should come to Parish Council at either the next planning committee meeting, or the one at the beginning of July, more likely July due to the size of the application and the time needed to validate, however we simply could not be sure.

Cllr Blanks asked if in light of the possible changes to consulting on planning applications currently being considered by EFDC, there was a danger that EFDC may wish to bypass the Parish Council, to which the Clerk advised this would not be the case as the Parish Council is a statutory consultee and no changes had been made by EFDC at this time.

The Chairman thanked Mr Buttle for attending and providing an update to the Parish Council.

Cllr Moreton provided members with an update on item 12 of the agenda - Airfield event 10th June - stating that everything as discussed previously was now organised, with one slight amendment to the route. The intention is for everybody taking part in the march to congregate at the airfield, then come down in two coaches to the village hall without actually going into the village hall car park. The march will then take place to the memorial, followed by a wreath laying. There is no easy access for walking into the airfield which was of some concern. The march would then continue to the gate guardian at the airfield, with the veterans joining at this point, followed by some ceremonial events. Mr Moreton stressed that the area at the airfield set aside for

this event was fairly small, as this was deliberately aimed at local people. The Chairman thanked Mr Moreton for his support and work with this event.

**C17.040 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

Members **NOTED** the following Clerks Report:

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
MAY	PFO	NPSG RESEARCH & RESPONSES MAPS & DEALING WITH GOVERNMENT DEPARTMENTS	QUESTIONNAIRE	CONTINUING
MAY	CLERK & SENIOR ADMIN OFFICER	FIRST REGISTRATION OF LAND	Ongoing/Continuing	SOLICITORS & RESEARCH INTO OTHER LAND
MAY	PFO	END OF YEAR EXTERNAL AUDITS & CLOSE DOWN	Various Actions	EXTERNAL AUDIT
MAY	SENIOR ADMIN OFFICER /CLERK	PARISH HALL	Various Actions	Including Electrical Works/Maintenance Issues/Various Matters & REQUIREMENTS FOR PAT TESTING
MAY	ALL STAFF	ARCHIVES	Ongoing	GDPR REQUIREMENTS
MAY	PFO/CLERK	ALLOTMENTS	Queens Road	Various Matters
MAY	CLERK	DEFIBRILLATOR	Deployment in North Weald	VARIOUS ADMIN
MAY	CLERK/SENIOR ADMIN OFFICER	MEETING	EFDC procedures	Death of a Prominent Person - Ongoing
MAY	PFO & SENIOR ADMIN OFFICER	EVENT AT AIRFIELD	VARIOUS ACTIONS	CONTINUING ACTIONS
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, RCCE Magazine, Various Periodicals, Seafarers UK.				

The Clerk advised of a letter received from the Seafarers Society regarding flying a flag on Merchant Navy Day on 3rd September, and asked Councillors to advise her if they were interested in doing this.

The Clerk has been speaking with Cllr Mulliner regarding a newly installed gate near the Village Hall in North Weald, and this will be placed on the next agenda.

**C18.041 REPORTS AND MEMBERS REPORTS**

**a) Chairman's Report** – The Chairman advised he had received confirmation that the Cinnamon Restaurant, Stuart Poulton Funeral Directors and Davis Estate Agents had agreed to sponsor the garden outside the shops again this coming year, with one response still awaited. Councillors with any additional suggestions for sponsors

should contact the Chairman this coming week. Cllr Mrs Jackman asked if there was a fixed amount, to which the Chairman advised this was £100, and covers the maintenance of the garden for a year.

The Chairman also reported there had been damage to the railings outside the Chemists in North Weald, and that thanks to the CCTV at this location, there is now footage of the culprit. This will be dealt with by the Clerk.

**b) Vice-Chairman's Report** – The Vice Chairman reported that the Horn and Horseshoes pub in Hastingwood had now reopened. In addition, Father Rodley had commented on the amount of plastic in the cemetery in the CM17 magazine, confirming that he would provide the Clerk with a copy of the article.

**c) District Councillors Report** – None present.

**d) County Councillors Reports** – Cllr Jackson had advised he would not be attending the 10th June event at the airfield.

**e) Parish Councillors Reports**

Cllr Mulliner advised that as previously reported by the Clerk, and new gate had been installed by the North Weald Village Hall, and that this would be on the next agenda for discussion as it may mean on the odd occasion it would encroach onto one of the parking spaces that belong to the Parish Council. In terms of the Queens Road Allotments, it had been a poor week with numerous issues occurring due to contractors on site, however the office staff had dealt with these matters very efficiently. The District Council had also expressed their disappointment with the contractor on site. The Cemetery was inspected the previous week, with the Meadowbrook section in good order, however some attention is needed to the Hedges section.

Cllr Clegg stated he had been approached by a local resident asking what the turnaround time was to re-let a local authority property. Cllr Stallan advised that there is a target for this, known as the void period, however Cllr Clegg would need to check with EFDC what this was. It was dealt with by the Communities Standing or Scrutiny Committee.

**f) Neighbourhood Plan & Local Plan – Update**

The Neighbourhood Plan Steering Group had been extremely active with a public consultation period by way of a questionnaire being set for 15th June to 8th July. During this time, each and every house in the Parish will have a questionnaire delivered, with information about the Neighbourhood Plan, the Local Plan, a Neighbourhood Area map and questionnaire, emphasising this was residents opportunity to have their say about their future, which will in turn inform the content of the Draft Neighbourhood Plan. Starting today, there is a 2 week period of publicity, raising awareness and signposting the logo. It was noted there were still a number of streets where nobody had volunteered to deliver and collect the questionnaires, and a list of those streets was handed out to Councillors, asking them if they could put themselves forward to deliver to a street or two. Councillors

were asked to contact the PFO if they could help. A meeting would take place on 13th June in the evening to brief the street representatives.

With regard to meeting with developers, a working group has been set up, however at this stage the working group were looking to visit different development sites and not necessarily meet with developers themselves at this stage as the group does not have the benefit of the feedback from residents at this point. The group is hoping to see examples of different types of development, which would be used to put in front of residents at some point in the form of visuals.

The Heritage and Character assessment has now been completed, and the Steering Group now need to decide if this should be released to developers and the District Council. The group is also in the process of having a Design Codes document created, the first draft expected early July.

Over the next five weeks there will be a great deal of activity regarding this consultation, and it would be helpful if Councillors were able to attend some of these events to support the Steering Group, including a pop up event in North Weald in the week beginning 18th June, 23rd June 10.30-1.30 for North Weald Mums, and Monday drop in sessions in the library. Councillors were asked to contact the Clerk if they could help.

Cllr Stallan advised that he still held the Neighbourhood Plan pop up flag, and was waiting for the PFO to confirm that it would be covered by the Parish Council's insurance cover when erected. The PFO advised she would look into this. Cllr Stallan advised he was still happy for the flag to be erected and his facility to be a location for a pop up event once the insurance was clarified.

Cllr Eldridge advised he would speak with the Hastingwood Village Hall committee to see if they could assist.

## **C18.042 FINANCIAL REPORTS**

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

The Cheque list for May 2018 was **APPROVED**, and the bank balances **NOTED**.

### **b) Internal Audit**

Councillors **NOTED** the final Internal Audit report for 2017/2018 as attached to the agenda. Cllr Clegg referenced the comments within the report concerning the bookings at the Parish Hall, asking the Clerk to ensure these matters were dealt with sensitively.

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

Members **NOTED** that the GDPR would be looked at towards the end of July / beginning of August when the Parish Office tended to be a little bit quieter. A number of dates were suggested for the Councillor training on this subject, with Monday 10th September being proposed, 6.30pm. Councillors were asked to contact the Clerk to confirm if they were available on this date.

**C18.043 INVITATION TO ALL DISTRICT COUNCILLORS**

Councillors *NOTED* that EFDC Cllr Bolton (NW), Cllr Mrs Grigg (NW), and Cllr Burrows (TW) had all responded confirming they could make 17th, 20th and 24th September. Cllr Morgan, Cllr Holly Whitbread and Cllr Chris Whitbread had not yet responded, and as such a date had not been agreed at this time. Cllr Blanks asked if there would be an agenda for the meeting, to which he requested the reorganisation of EFDC and how this would affect the Parish Council was included. It was *AGREED* a set of questions would be agreed for the agenda at a later date.

**C18.044 QUEENS ROAD ALLOTMENTS**

The Clerk advised that Cllr Mulliner had addressed this issue earlier in the meeting, but asked Councillors to *NOTE* that there had been numerous issues on the site as a result of the contractor, and that the office were dealing with these. It was *NOTED* that the access road was tarmaced at the weekend.

**C18.045 RAF 100 – AIRFIELD EVENT 10<sup>TH</sup> JUNE 2018**

This was covered under minute number C18.039. In addition, a gazebo, 3 tables and 36 chairs would be taken over to the event.

**C18.046 OPEN GARDENS EVENT THORNWOOD.**

It was *NOTED* that this was covered under agenda item C18.039, however it was formally *AGREED* under this agenda item that the Allotment Open event would be a Parish Council run event.

**C18.047 PARISH HALL – CARETAKERS ANNUAL LEAVE**

Members *NOTED* that the Caretaker had booked two periods of Annual Leave, and due to the previous persons who covered such leave being unable to do so, one period of leave still had no caretaker cover. Cllr Spearman confirmed he would deal with the alarm during this leave period. Cllr Clegg advised there was a Parish Hall meeting later that week, and suggested putting it to the Committee. Cllr Blanks advised that the people hiring the hall during this period should be written to and made aware that if the hall is not left in a clean and tidy condition, they may lose their deposit.

**C18.048 LOCAL HIGHWAY PANEL - HASTINGWOOD VILLAGE HALL  
INDICATOR SIGN**

Members *NOTED* the Clerk has been contacted by the ward Councillor for Hastingwood regarding the lack of a sign indicating the location of the Village Hall at Hastingwood. Cllr Eldridge had contacted ECC Highways and has advised that this matter would need to be agreed via the Local Highways Panel. After discussion, it was *AGREED* the Parish Council would support this proposal, and that Cllr Morgan should be contacted to obtain his support. There was some discussion as to whether or not there was a similar sign for the Parish Hall at Thornwood.

*NOTE: The agenda did indicate there was one confidential item to be discussed, however the Clerk had not received the information needed. As such, there was no such item discussed.*

Meeting closed: 9.04pm

Signed .....

Date .....