



**MINUTES**

**Meeting:** COUNCIL

**Date:** 8th May 2018

**Time:** 7.46PM

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

**PRESENT:**

**Councillors (11)** A Buckley (Chairman) B Clegg, Mrs Godwin-Brown, B Eldridge  
Mrs Jackman MBE, Mrs Grigg, R Spearman, T Blanks, B Bartram,  
A Tyler, D Stallan\*

*\* for part of meeting*

**Officers in Attendance (2)**

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

**Members of the Public (3)**

**Members of the Press (0)**

**C18.001 ELECTION OF CHAIRMAN**

Councillor Eldridge **PROPOSED** Councillor Buckley as Chairman, the proposal was **SECONDED** by Councillor Mrs Jackman. There being no other nominations, Councillor Buckley was duly elected as Chairman of North Weald Bassett Parish Council for the current Municipal Year, following which the declaration of Acceptance of Office of Chairman of the Council was duly executed.

**C18.002 ELECTION OF VICE CHAIRMAN**

Councillor Blanks **PROPOSED** Councillor Eldridge as Vice Chairman, the proposal was **SECONDED** by Councillor Tyler. There being no other nominations, Councillor Eldridge was duly elected as Vice Chairman of North Weald Bassett Parish Council for the current Municipal Year..

**C18.003 APOLOGIES FOR ABSENCE (2)**

Apologies from Cllrs Mulliner and Bedford. Cllr Stallan had offered apologies for lateness.

**C18.004 OTHER ABSENCES (0)**

None.

**C18.005 MINUTES**

The minutes of the meeting of the Parish Council held on 9th April 2018 were **AGREED** and duly signed as a true record. Councillors **NOTED** the Minutes of the Parish Hall at Thornwood Common Management Committee Meeting held on 19th April.

**C18.006 DECLARATIONS OF INTEREST**

Cllr Spearman declared a discloseable pecuniary interest in any item relating to the Local Plan.

### **C18.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman welcomed the members of public present. Mr Hamish Buttle addressed the Council concerning the proposed development on North Weald Golf Course, his address being as follows:

*An joint application will be submitted by Quinn Estates and Redrow to Epping Forest DC within the next 3 weeks in respect of the former North Weald Golf Course site for:*

*Hybrid planning application with outline planning permission (all matters reserved except for points of access) sought for up to 555 dwellings, including affordable and key worker housing; a 70-bed retirement accommodation (Class C3) and a 70-bed extra care / nursing care accommodation (Class C2); a two-form entry primary school with associated outdoor space and vehicle parking; a Special Educational Needs centre; Class D1 medical facilities; a local centre comprising a Class A1 retail space of up to 500 sq m and a community centre of up to 300 sq m; a sports hub with associated open-air sports pitches, a sports pavilion of up to 400 sq m; a scouts hut facility; B1 office space of up to 3,744 sq m; and formal and informal open space incorporating SuDS, a new Country Park, new planting / landscaping and ecological enhancement works; points of access including new roundabout on the A414.*

*Full planning permission is sought for the erection of 135 dwellings including affordable housing (40%), open space, associated access off Rayley Lane and internal circulation roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS.*

*For clarity - the total number of conventional dwellings proposed across the site is up to 690.*

*As part of the local centre, we would like to include new facilities for the North Weald Parish Council and would very much like to keep the dialogue with the Parish Council open to ensure that appropriate and reasonable facilities will be delivered as part of the mixed-use development scheme.*

Mr Buttle confirmed Quinn Estates would be meeting with EFDC later that week, with the intention of entering into a Planning Performance Agreement.

Cllr Clegg asked what the thinking was behind the proposal of a special needs school, and the change from a secondary school, to which Mr Buttle advised that discussions had taken place with Essex County Council and they were no longer looking for a secondary school for this area, but as part of those discussion ECC stated there is a need for special education facilities.

Cllr Blanks asked if the timing of this proposal was significant in terms of the current Judicial Review regarding the Local plan, to which Mr Buttle advised that there is no specific reason behind the application being submitted around this time.

Cllr Mrs Godwin-Brown asked when the delivery of the community facilities and school would take place, to which Mr Buttle stated this would be determined by way of a Section 106 agreement.

Cllr Blanks stated that Redrow Homes had recently had some bad press, and asked if both Quinn Estates and Redrow Homes would take joint responsibility for any housing defects, to which Mr Buttle stated that this would be Redrows responsibility.

Cllr Buckley asked if any negotiations had taken place regarding the proposed health centre, to which Mr Buttle advised that meeting had taken place with the Limes Medical Centre, CCG and the NHS. Cllr Clegg stated that he had been advised that the Wheelers Farm Gardens Surgery in North Weald was about to be refurbished, to which Mr Buttle stated he was of the understating this would be an additional unit.

Cllr Tyler thanked Mr Buttle for taking the time to keep the Parish Council informed of their proposals, and for regularly attending Parish Council meetings.

Cllr Blanks asked if the proposed houses would be in addition to the Local Plan, as the site in question was not included in the Local Plan, to which Mr Buttle stated that he couldn't answer this questions as it was part of an ongoing process.

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

**C17.008 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

Members **NOTED** the following Clerks Report:

| Date  | Reported By or Action Initiated By | Regarding  | Action Taken                            | Further Action Taken  |
|-------|------------------------------------|--|---|---|
| APRIL | PFO                                | NPSG RESEARCH & RESPONSES MAPS & DEALING WITH GOVERNMENT DEPARTMENTS | QUESTIONNAIRE/ DESIGN CODE TECH PACKAGE | CONTINUING  |
| APRIL | CLERK & SENIOR ADMIN OFFICER       | FIRST REGISTRATION OF LAND   | Ongoing/ Continuing                     | SOLICITORS & RESEARCH INTO OTHER LAND                         |
| APRIL | PFO                                | ACCOUNTS/END OF YEAR CLOSE DOWN                                      | Various Actions                         | Auditing  |
| APRIL | SENIOR ADMIN OFFICER /CLERK        | PARISH HALL  | Various Actions                         | Including Electrical Works/Maintenance Issues/Various Matters |
| APRIL | SENIOR ADMIN/CLERK                 | ARCHIVES   | Ongoing                                 | VARIOUS MATTERS   |
| APRIL | PFO/CLERK                          | ALLOTMENTS   | Queens Road                             | Various Matters   |

|   |                                      |   |   |                             |
|---|--------------------------------------|---|---|-----------------------------|
| APRIL   | CLERK                                | DEFIBRILLATOR                             | Deployment  | VARIOUS ADMIN               |
| APRIL   | CLERK/SENIOR ADMIN OFFICER/PRINCIPAL | MEETING                                   | EFDC procedures                                   | Death of a Prominent Person |
| APRIL   | PFO                                  | FINANCIAL & NEW TENANCIES ALLOTMENTS      | ANNUAL PROCEDURES                                 | Various Admin               |
| APRIL   | PFO / CLERK                          | STREET LIGHTING ANNUAL MAINTENANCE REVIEW | Review of maintenance of annual maintenance tests | Various Matters             |
| ITEMS RECEIVED WHICH MAY BE OF INTEREST   |                                      |   |   |                             |
| Various EFDC Agendas, North Weald Village Life, Various Periodicals, Institute of Cemeteries & Crematorium Management |                                      |   |   |                             |

The Chairman asked if there was any further update on the siting of a defibrillator at the Methodist Church in North Weald, to which the Clerk advised this was still ongoing, however she had sent a chaser.

The Clerk advised there had been considerable publicity regarding the two Councillor vacancies, and that one interested party was in attendance.

#### **C18.009 PARISH COUNCIL VACANCIES**

Councillors **NOTED** there were still Vacancies for 1 Councillor in each of the Hastingwood and Thornwood Common Wards. Members are actively trying to encourage residents from those wards, if possible, to apply for co-option. The Clerk had placed Notices on the Noticeboards, and advert in the Village Life, and also handed out over 70 Notices at the Annual Parish Assembly. Personal approaches have also been made to people who have shown an interests. Details are also on the Parish Council Website.

#### **C18.010 MEMBERSHIP OF COMMITTEES**

Councillors **NOTED** there were currently 3 vacancies on the management committee of the Parish Hall at Thornwood and 4 Trustee vacancies for the Queens Hall Charity. Members discussed the committee membership for 2018/2019, and copy of the final agreed listing is appended to these minutes.

#### **C18.011 FLAG**

Cllr Brian Bartram **AGREED** to act as deputy to Cllr Bedford and assume the responsibility for raising and lowering the Flag on 'Special' days such as Syttende Mai – Norway Day, which is on the 17<sup>th</sup> May and other important events.

#### **C18.012 DATES OF MEETINGS FOR THE MUNICIPAL YEAR**

Councillors **NOTED** the dates of the forthcoming meetings as attached to the agenda, noting that Personnel and Environmental Committee meetings would be added as necessary.

**C18.013 REPRESENTATIONS ON OUTSIDE BODIES**

| Outside Body   | Agreed for 2018/2019  |
|--|---|
| Parish Passenger Transport Forum   | Position Vacant   |
| Norway House   | Position Vacant – Usually Chairman of Parish Council                                    |
| North Weald Village Hall   | Cllr Bedford  |
| Queens Hall Charity  | Cllrs Bartram, Bedford & Godwin Brown, Jean Juniper                                     |
| Epping Forest District Council Committees <ul style="list-style-type: none"> <li>• Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings)</li> <li>• Local Councils’ Liaison Committee – two reps – (clerks may also attend these meetings)</li> <li>• Joint Standards Committee – one rep (but only if your council is a member of this)</li> </ul> | Usually Clerk & Chairman or Vice Chairman<br><br>As Above<br><br>Currently Cllr Bedford |

It was **AGREED** the Clerk would find out more information about the Forest Liaison group for Cllr Eldridge.

**C18.014 REGISTRATION OF COUNCILLORS INTERESTS**

Members were reminded that they should review their Interests on a regular basis, and as such the Clerk advised Members that on behalf of EFDCs Monitoring Officer *Members are asked to review their current Declaration and that if necessary a new form be completed and submitted to EFDC.* This to be done within 28 days of any change - this is a legal requirement. Forms were included in the agenda pack, and any changes need to be with the Parish Office by 16th May. In addition, Elected Members Data sheets also needed to be completed for this year. Cllr Mrs Jackman advised that she wanted her telephone number included in the Village Life from now on.

**C18.015 REPORTS AND MEMBERS REPORTS**

**a) Chairman’s Report** – The Chairman thanked Councillors and staff for the support he had been given during the second half of last year following the death of Cyril Hawkins. The Chairman thanked all those members who were able to make the 24th April event, stating it was a very well attended and well organised event. Cllr Tyler asked if the Parish Council would be inviting anybody from 56 Squadron to the Remembrance Sunday service. It was **AGREED** this should be done, and that the Clerk would obtain some details for a 'save the date' email to be sent out.

The Chairman stated that repairs to the wall outside the Cinnamon had now taken place, and some reflective panels also been installed. In addition, the review of sponsors of the garden is due around the end of May, and Councillors were asked to advise the Chairman of any other organisations who may be interested in sponsorship.

**b) Vice-Chairman’s Report** – The Vice Chairman reported on the overturned lorry on Harlow Common Road, which had resulted in a spillage of oil that had gone

down the embankment, however the Vice Chairman was unable to find a contact to deal with this. The Clerk stated she had a contact and would liaise with the Vice Chairman. It was reported that the horses were now back along Mill Street.

- c) **District Councillors Report** – Cllr Mrs Grigg reported that the consultation regarding changes to planning had been a bit of a bumpy ride at District, with a further round of consultation taking place due to the timing of the first consultation being too short. A further meeting is expected to take place on 25th June to consider it. Cllr Blanks asked if it was to consider the whole thing, or just the responses, to which Cllr Mrs Grigg stated it was the whole thing, but that it was up to the Constitutional Working Group to consider any changes.

- d) **County Councillors Reports** – None

- e) **Parish Councillors Reports**

Cllr Clegg advised that complaints were coming in thick and fast regarding the silage lorries going up and own Upland Road, and that he had been on to the Manager of Padfield Associates. Around 600 movement were thought to have taken place over the bank holiday weekend. Complaints have also been received about the stench from the site resulting is local residents being unable to open their own windows on some occasions.

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

Members **NOTED** that work was taking place to finalise the questionnaire, which was very hard going, and a further meeting was scheduled for the following week. A deadline and start date for the public consultation period had been set for 15th June, the consultation period being 3 weeks from this date. A separate sub group had been set up for liaising with developers.

## C18.016 FINANCIAL REPORTS

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

The Cheque list for April 2018 was approved, and the bank balances **NOTED**.

Members **NOTED** the responses to the queries raised at the previous meeting as follows:

- *Payments for A & J Lighting - Payment for £2386.80 to UKPN Elect Connection Woodside Column. This is for the cost of the Galvanised Column & the Connection Charge by UK Power Networks to disconnect from Old Column and Re-Connect to New Column. Payment for £2395.20 are for Woodside Column Road Closure Costs. This is for the cost of the UK Power Networks to undertake all the necessary works to undertake the Road Closure, Signage and Diversion Route for the Woodside Column.*
- *Payments for Countrycare - Payment for £358.44 Epping Forest District Council for Higham View Steps. Copy of Quotation which was submitted to Environmental Sub Committee, together with a copy of Notes from that Meeting where the Quote was Agreed by those Members Present (Cllrs: Mulliner, Buckley & Bartram & Members from Countrycare).*

Cllr Stallan raised a question regarding pest control at the Parish Hall. The Clerk stated it was a preventative measure and good practice to control the issue of vermin adjacent to Thornwood Common. A question was raised regarding the Basket Swing, to which it was advised there was some concern regarding the quality of the swing and that the PFO was liaising with the manufacturer to ensure it was fit for purpose.

**b) Approval of Accounts**

Attached to the agenda was a copy of the Draft Final Accounts for 2017/2018. Cllr Stallan **PROPOSED** the accounts be approved. This was **SECONDED** by Cllr Eldridge. A vote was taken, and all **AGREED**.

**c) External Audit / Annual Return**

Councillors **NOTED** that the date on which the External Audit must be approved by the Parish Council is 11<sup>th</sup> June 2018. This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda was a copy of the Annual Governance and Accountability Return (AGAR). The Council:

1. **NOTED** the ongoing review of the effectiveness of the system of internal control
2. **CONSIDERED** the findings of this ongoing review
3. Prepared the Annual Governance Statement (Section 1)
4. Approved the Annual Governance Statement by way of **RESOLUTION - PROPOSED Cllr Stallan, SECONDED Cllr Buckley. Unanimous VOTE to approve.**
5. **CONSIDERED** the Accounting Statements (Section 2)
6. Approved the Accounting Statements by way of **RESOLUTION - PROPOSED Cllr Stallan, SECONDED Cllr Buckley. Unanimous VOTE to approve.**
7. Both the Annual Governance Statement and Accounting Statement was signed and dated by the person presiding at the meeting.

Councillors also **NOTED** the period of public rights and publication of the unaudited annual return is between 4<sup>th</sup> June and 13<sup>th</sup> July, and that the relevant notices will be erected prior to this date.

**C18.017 CORPORATE GOVERNANCE / POLICY DOCUMENTS**

Councillors **NOTED** the following documents attached to the agenda:

- Business Recovery Map – A One Page Document
- Financial Risk Assessment – A Six Page Document
- Constitution – A Three Page Document
- Business Continuity Management Plan – A Three Page Document

The Clerk advised that the only thing missing was a Statement of Investment. Cllr Blanks enquired as to whether or not this needed to include the Council owned property, to which the Clerk advised this was purely for addressing any monetary investments which at this point in time the Parish Council did not have. Cllr Stallan advised it was therefore a simple case of noting as such.

The Chairman stated that on page two of the Business Continuity Plan it says that the hall has 'the following funds', asking if these should be listed. The Clerk advised these should be appended to the document. Cllr Blanks asked if anything was agreed

regarding the parking at the village hall, to which the Clerk advised this would be discussed at the next meeting on a Confidential.

#### **C18.018 NEIGHBOURHOOD WATCH**

Two Years ago the Parish Council agreed that the sum of £500 would be set aside for the Parish Neighbourhood Watch Scheme. Unfortunately due to the untimely passing of the local co-ordinator, this money was never taken up remains held in the Parish Councils funds. There is now a new coordinator in place who is very active in signing up new road coordinators, etc. Cllr Tyler confirmed that he had volunteered to manage coordination in his street. Council **AGREED** that these funds could be released to the new NHW coordinator.

#### **C18.019 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Members **NOTED** the detailed report attached to agenda which set out the current situation regarding GDPR, and the recent notification and possible changes to the legislation being made by Government. The Clerk advised that this issue was changing almost on a daily basis, and the latest advice received from the EALC was that the Government had accepted an amendment to its own draft bill for Parish and Town Councils to be *excluded* from the requirement to appoint a Data Protection Officer. Cllr Mrs Jackman stated that whilst this had been tabled, it was yet to be agreed.

Councillors **NOTED** the five recommendations contained with the report, and **AGREED** the following:

1. To wait until the Government has finalised the details of the Data Protection Bill before appointing the Local Government Public Advisory Service (LCPAS) as Data Protection Officer for the Parish Council for a period of 1 year.
2. That Office Staff are given time to implement the necessary changes to the operation of the Office to ensure Data Protection Compliance. Cllr Blanks advised he was uneasy about leaving this so open ended, and asked the Clerk for an idea of the time involved to ensure compliance. The Clerk stated that at this stage she simply could not put a time or figure on it, summarising the extent of work being imposed on the Office Staff. Cllr Clegg stated that he had every confidence that the Clerk would ensure the time taken to complete this work was kept to the minimum necessary to ensure compliance, and suggested that a report is provided at each Parish Council meeting for next year. The Clerk advised that the staff simply do not have the time to complete this work in their normal working hours, and that it was probable that any work would be classed as overtime.
3. A date is set for training of Councillors, staff, volunteers and any committees of the Parish Council. This should include the Neighbourhood Plan Steering Group.
4. The Clerk and office staff are given time to create a full GDPR Schedule of required actions in order to ensure compliance with the new regulations, and that time is allowed to implement such changes over the period of the schedule is 1 year.
5. GDPR becomes a regular item on the Parish Council agenda.

**C18.020 INVITATION TO ALL NEWLY ELECTED DISTRICT COUNCILLORS AND CURRENT SERVING COUNCILLORS TO MEET WITH PARISH COUNCILLORS.**

Members agreed at the last meeting that an invitation should be sent as per the above. After discussion, it was **AGREED** the meeting should be scheduled for September 2018, preferably immediately following the Planning Meeting on 17th September, thereby allowing time for the new Councillors to get into their roles.

**C18.021 EFDC PLANNING DELEGATIONS CONSULTATIONS**

Members **NOTED** the Parish Councils comments and the Districts Councils responses as attached to the agenda. The Clerk advised that a number of emails had gone back and forth with Simon Hill, EFDC, and asked if this Council would like to submit any additional comments. It was **AGREED** a copy of the previous comments should be resubmitted for consideration.

**C18.022 QUEENS ROAD ALLOTMENTS**

Members **NOTED** that there have been some concerns with regard to the water supply at the allotment site, in that it had been noticed that the Contractor completing the work had been using water from the Allotments without agreement. The Clerk had been liaising with EFDC regarding these concerns, and it has been agreed that a copy of the latest water bill for the site will be sent to EFDC so that any difference between this and last year's bills can be paid.

Councillors **NOTED** what was more concerning was that notices had been recently erected giving 7 days notice of no access to the Queens Road allotment for a 2 week period beginning 15th May, which goes directly against what was agreed with EFDC. Council **AGREED** this was unacceptable, especially as this was not for electrical works, but done for convenience of the builder, and that the Clerk should contact EFDC accordingly.

Councillors **NOTED** that Essex Radio featured the new Community Orchard which is almost finished on its Sunday Morning Radio Programme – Essex Quest - as one of its clues. The Clerk and the Vice Chairman, and the Allotment Warden were in attendance, and a short interview was given to the radio. A formal opening of the Orchard is now being organised for a date in the Summer.

**C18.023 ESSEX COUNTY COUNCIL LIBRARY SERVICES AGREEMENT (SLA)**

Members **NOTED** that the Clerk had met with the Area Supervisor Karen Prentice regarding the SLA, and that a couple of amendments have been made and the SLA which will be reviewed again in 6 months time. The Clerk advised of her concerns regarding the viability of North Weald Library, to which Cllr Mrs Jackman stated Cllr Susan Barker should be contacted as the Chair of the Locality Board. The Clerk reminded members that North Weald was not even listed as a Library at the recent Libraries public consultation, and that following recent discussion with Cllr Jackson, she had concerns regarding the libraries future. Cllr Grigg stated that with the proposed development in the Local Plan, it was essential the Parish continued to have a library, and that any potential closure would be very short sighted of ECC. It was noted that the representative of Quinn Estates who had spoken earlier in the meeting

had mentioned about creating office space for the Parish Council, to which Cllr Grigg advised she would like it formally recorded that she had not taken part, or been party to, any discussion regarding this, and remained completely neutral at this point in time. After discussion, it was **AGREED** that the Parish Council should start the processes of registering the library as a community asset, and that in addition the Parish Council should think about alternative options for an office for the future, just in case this was needed.

#### **C18.024 RAF 100 – AIRFIELD EVENT 10<sup>TH</sup> JUNE 2018**

Some Members of the Parish Council attended the event at the District Council Offices on the 24<sup>th</sup> April where the Freedom of the District was bestowed on 56 Squadron RAF. Members were reminded of the event to be held on the 10<sup>th</sup> June, details of which were attached to the agenda. This will be followed by a Community Picnic on the Green by the Control Tower on the Airfield. The Parish Council has agreed that it will have a Gazebo at the Picnic at the event. There was some detailed discussion about the logistics of the event, including the time it will take to complete the march, how veterans are going to get from the Debt of Honour to the airfield, and back to collect their cars at the village hall. The Clerk stated that she had provisionally organised the for the community buses to be available if needed. Cllr Stallan stated that such organisation of the parade was the responsibility of the District Council, 56 Squadron and Mr Moreton, not the Parish Council, and that as such the Parish Council should not be getting involved.

It was **AGREED** that a new gazebo should be purchased, and that it should be available for afternoon tea and refreshments for the veterans, with an invite stating 'have you served at North Weald Airfield - come in and tell us your story'.

#### **C18.025 MEDICAL CENTRE (THE LIMES) – WHEELERS FARM GARDENS**

Following recent correspondence sent to Alex Burghart MP and Jeremy Hunt MP, the Clerk has received the following email a representative at the NHS:

*I am writing to inform you that a pre commencement meeting has taken place with the contractor and The Limes medical centre, I am pleased to notify you that works will commence on the 2<sup>nd</sup> May 2018 for the refurbishment of North Weald Surgery the works .*

Cllr Mrs Jackman stated she had received a phone call from a local resident asking if the Parish Council was aware that the medical centre had been sold to Virgin Active. The Clerk advised she would make some enquiries. Cllr Stallan advised that any enquiries should be directed to Hanover as they are owners of the property.

#### **C18.026 STREET LIGHTING TESTING – PERIODIC MAINTENANCE REPORT**

Councillors **NOTED** that the structural testing of 5 street lights had been completed in this financial year, with one amber test being the only action that was needed. It was **NOTED** that the PFO had met with a representative of the company who completed the testing, as the reporting system used by the company was quite complex. The PFO had been advised that Electrical and Structural testing of street lighting needed to take place once every 6 years, any red reports need to be actioned within 12 weeks, and any amber reports within 3 years. Any tests that are required in-between the 6 year timescale are for those units that had either a red or amber report during the

previous test period. The Clerk advised that full reports were available if Councillors wished to view them.

#### **C18.027 FUND RAISING EVENT AT THE PARISH HALL THORNWOOD**

Mrs Hawkins, Vice Chairman of the Parish Hall, is looking to hold a fund raising event on Sunday 17<sup>th</sup> June to raise funds for the hall. This would involve the Hall and the Field and would include a Dog Show. Members **AGREED** permission for this event, and **AGREED** that the use of the hall could be free of charge. The Clerk advised that if successful, Mrs Hawkins hoped to organise it as a regular event with a proportion of funds raised going to the Hall. Cllr Stallan enquired about the insurance for the event, to which the Clerk advised that she would liaise with Mrs Hawkins to obtain a copy of her public liability insurance covering this event. Cllr Grigg stated that she had spent some time at the hall in Thornwood recently, and it seems they have been very successful with their fundraising, and agreed the event should be supported.

#### **C18.028 NEW DOORS FOR THE PARISH HALL**

Councillors were reminded that it had been agreed that new doors would be purchased by the Parish Council from the Parish Hall's Earmarked reserves, and 2 Quotations had now been received. The Clerk went through both quotations, stating that there were not any actual pictures of the doors, but just plans and drawings. The two costings were £4,588 for one set, and £3,900 for the other, with the option of three different types of doors. These costs were plus VAT. The Chairman asked if there was much difference in the style of doors, to which the Clerk advised that couldn't really tell from the drawings she had. Cllr Spearman said one of the two quotes was for three different types. Cllr Tyler asked which one has the longest guarantee, to which the Clerk said they were same. The Chairman suggested the Thornwood Councillors should have a look at this. Cllr Stallan **PROPOSED** that full details were included on the next agenda so Councillors had an opportunity to review both the quotes in full. Cllr Clegg agreed it should go onto the next agenda, as we had to get this right. This was **AGREED**.

#### **C18.029 BENCH TO BE INSTALLED AT PARISH HALL**

Members **NOTED** that the Bench to celebrate the life of former Councillor and Chairman Cyril Hawkins will be installed and unveiled at the Meeting on the Parish Hall on Thursday June 7<sup>th</sup> at 7.15pm at the Parish Hall Meeting. All Members were invited to attend.

#### **C18.030 HASTINGWOOD VILLAGE HALL – SUMMER AFTERNOON TEA PARTY**

Members **NOTED** the invitation to the Hastingwood Village Hall Summer Afternoon Tea Party on Sunday 20<sup>th</sup> May from 3 – 5pm.

#### **C18.031 MEETING WITH EFDC 10<sup>TH</sup> APRIL 2018**

Both the Clerk and PFO had attended a meeting at EFDC on 10<sup>th</sup> April to discuss a number of matters which included the future Masterplanning in the Parish. During this meeting, representatives from EFDC gave a brief update on the current status of the Local Plan with regard to the Judicial Review taking place in May, and discussed that going forward they would like to have a joined up approach, which included the Parish Council, regarding the Masterplanning exercise due to be completed for North

Weald Bassett. EFDC is aware of the work and reports being created for the Parish Council regarding the Neighbourhood Plan, and they felt that a joined up approach with a representative of the Parish Council being invited to attend Masterplanning process meetings going forward would be beneficial for all parties. The Clerk advised that she had asked the District Council for minutes of the meeting, however EFDC were unsure if any minutes had been taken. It was hoped that a further update would be available over the coming weeks.

**C18.032 EXCLUSION OF THE PUBLIC AND THE PRESS.**

Due to the agenda containing Exempt (pink) pages, the Chairman proposed a motion that the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. This was **AGREED**.

**C18.033 REGISTRATION OF LAND**

Councillors received an update on works to register the various parcels of land in the Parish, noting this was an ongoing project involving regular meetings with the solicitors and searching for various documents and evidence.

Meeting closed: 9.30pm

Signed .....  
Date .....