



**MINUTES**

**Meeting:** ANNUL PARISH COUNCIL      **Date:** 9<sup>th</sup> May 2022      **Time:** 7.30PM

**Venue:** PARISH HALL, THORNWOOD COMMON

**PRESENT:**

**Councillors (10)** A Buckley (Chairman), T Blanks, R Spearman, A Tyler\*, Cllr Mrs Hawkins,  
Cllr Mrs Grigg, Cllr Clegg, Cllrs Mrs Etherington, Cllr Mulliner, Cllr Mrs Jackman MBE  
\* for part of meeting

**Officers in Attendance (1)**

Adriana Jones – Principal Financial Officer (meeting Clerk)

**Members of the Public (2)** – Inc PC Andy Cook

**Members of the Press (1)**

**C22.001 ELECTION OF CHAIRMAN**

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

**C22.002 ELECTION OF VICE CHAIRMAN**

Cllr Mulliner **PROPOSED** Councillor Mrs Grigg as Vice Chairman, the proposal was **SECONDED** by Councillor Mrs Hawkins. There being no other nominations, Cllr Mrs Grigg was duly elected by way of unanimous vote as Vice Chairman of North Weald Bassett Parish Council for the current Municipal Year, following which the Declaration of Acceptance of Office of the Vice Chairman of the Council was duly executed.

**C22.003 APOLOGIES FOR ABSENCE (3)**

Apologies received from Cllrs Bedford, Stroud, and Ms Wood.

**C22.004 OTHER ABSENCES (1)**

Cllr Irvine.

**C22.005 MINUTES**

The Minutes of the Meeting of the Parish Council held on 7th March were **APPROVED** and duly signed. Councillors also **NOTED** the notes from the Queens Platinum Jubilee Working Group Meetings held in March and April 2022, and the notes from the Meeting with the ECC Tree Officer regarding Tree Planting on Weald Common held in April 2022 (copies of the Memorandum of Understanding were also available for any Councillor who wished to see these).

**C22.006 DECLARATIONS OF INTEREST**

Cllr Spearman declared a pecuniary interest in any item concerning the Local Plan. Cllrs Mrs Grigg declared a personal interest in agenda item 24 (Minute number C22.023) by virtue of being a previous member of the Bowls club. Cllr Mulliner declared an interest in agenda item 21 (Minute number C22.021) by virtue of being a trustee of North Weald Village Hall.

[Cllr Tyler Arrived]

### C22.007 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed PC Andy Cook to the meeting and invited him to address the Council. PC Cook advised Councillors of the 'Coffee with Cops' event taking place on 24<sup>th</sup> May 2022 in North Weald Methodist Church between the hours of 10am-12pm, explaining that this is a new initiative by the police being supported by the Parish Council to provide an opportunity for members of the public to speak directly with the police in their local community and to promote public engagement. The cost of the hall charge would be covered by the Parish Council. Both PC Cook and a PSCO would be present, and residents can pop in and report any issues they have or speak with either party. There would also be some general safety items which could be given to members of the public. If the event is successful, it is hoped to run it on a monthly basis.

PC Cook then reported on crime statistics, advising that since his last visit there haven't been any burglaries, however there had been four theft of motor vehicles, primarily land rovers and always involving keyless cars. PC Cook emphasised the importance of using Faraday Bags in which to store car keys to prevent such thefts. There have been 68 police calls, with 35 incidents reported, however it should be noted these are not all crimes. Cllr Mrs Jackman asked if anybody had been caught, to which PC Cook advised that he did not have those details but was aware that some of these matters were still under investigation. PC Cook advised all Councillors that if they were made aware of, or had any issues, they could contact him directly – his number is in North Weald Village Life. The question was raised as to how the 'Coffee with Cops' would be publicised, to which PC Cook advised that the Parish Council had agreed place on social media and on their website and notice boards. Cllr Etherington suggested it should also go in Village Life. PC Cook stated he would also place some notices in the local shops.

Cllr Tyler reported on a recent incident on Weald Common where there was a need for an ambulance to attend to somebody in need, however it took 40 minutes for it to arrive and in the meantime a police car had been flagged down. PC Cook advised that it was now unfortunately not uncommon for the police to have to support the ambulance service and take people to hospital. Cllr Tyler advised the meeting Clerk that the local resident had an issue gaining access to the Defibrillator at the Methodist Church, to which the meeting Clerk advised she had been made aware of this and was checking that the East of England Ambulance Service held the correct code for said Defibrillator.

### C22.008 REPORT OF THE CLERK

Councillors **NOTED** the report of the Clerk as detailed within the agenda, which included the following updates:

- Queens Platinum Jubilee – Details of events were tabled for members information including dates and timings. The Chairman stated there had been two meetings so far with all parties involved in organising the events, and asked if a third meeting was necessary, to which Cllr Hawkins stated she didn't feel it was needed. The Chairman confirmed he had purchased four banners which would be erected by the Parish Councils grounds maintenance contractor on or around 17<sup>th</sup> May at the following locations:
  - North Weald – One Banner on right hand side of Hurricane Way, on the verge
  - North Weald – Barrier at Skipps Corner
  - TW – On corner of common
  - HW – Jct Mill Street and HW Road (by notice board)

Bunting would also be erected at the same time, primarily around the parade of shops. In addition, A4 notices will be going into the shops if possible. The Chairman advised that the Co-Op had kindly arranged to create a hamper that could be used at the Queens Hall event as part of a raffle.

- Securing Temporary Office Accommodation – Details were contained within the confidential part of the Meeting.
- Weald Common Tree Project – Details of the Memorandum of Understanding with Essex County Council was available for Members. The Chairman confirmed that arrangements had been made to plant a Copper Beech tree within the centre of the 2 hectare site where the footpaths converge as the first step in the planting project. The tree will need to be watered regularly so arrangements are being made for this. There will also be a plaque located by this tree to emphasise its importance as part of the project. A further meeting will be taking place with Tom Moat to discuss a number of logistical matters. There are also proposed locations for where the bench (funded by a donation from the now closed North Weald Bassett Preservation Society) would be located.
- Assisting with Ride London Event Meeting – The meeting Clerk tabled a copy of the leaflet which was supposed to be posted through each home in the Parish by the organisers of the event and advised that she had contacted Ride London to enquire as to when the road repairs located outside the Methodist Church in North Weald would take place. The meeting Clerk advised that both herself and the Parish Clerk had attended an online Zoom session with the organisers of the event, and there would be significant disruption to the village and surrounding areas on Sunday 29<sup>th</sup> May, with slightly less disruption on Saturday 28<sup>th</sup> May, however stated that it had been confirmed emergency services take priority over the event so access was available if necessary. In addition, people who had care or medical needs or responsibilities could contact Ride London who would assist with making alternative arrangements where necessary. Cllr Tyler advised that this would be very different to the Tour de France event, and that there wouldn't be any barriers, however there would be wardens to help people cross the road. Cllr Mulliner stated that he had not heard a single positive comment from the community at this time about the event. The Chairman confirmed that some timings had been changed and firmed up, and that he had spoken to the organisers regarding access for employees of the shop in the Parish and had been told they should be able to gain access any time up to around 7am, and that they would need to see the marshals.
- Various Planning & Enforcement Matters – discussed at last planning meeting
- Parish Hall at Thornwood – Various Matters
- Allotments
- Re-Dedication of Norwegian Memorial & Parish Memorial (further details under Item 20) – Revd Jamiee Summers has confirmed she is available on the day, however it is unknown as yet if Revd Lee Batson will be part of the events also. A new plaque has been created for the Norwegian Stone. The event is on 19<sup>th</sup> June and will be followed by refreshments at Thornwood after. It was noted that it was fathers day which could prevent some people from attending.
- Green Infrastructure Meeting – with EFDC. The meeting Clerk provided a brief update on the meeting that took place on 25<sup>th</sup> April, stating that the SANG area would be between the two proposed development sites, however there would be further improvements in terms of green infrastructure throughout the Parish. The meeting was the first to start the process of discussing what was needed, and what current plans were, so that there could be a joint approach to ensure the Parish gets what it needed in terms of improved space and access.

One point that was discussed was the potential for a sensory area in the new wood on Weald Common.

## C22.009 REPORTS & MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman's only report was regarding the Copper Beech which was given earlier in the meeting.
- b) **Vice Chairman's Report** – Cllr Mrs Grigg reported that the barn at Glovers Farm has been converted and occupied for some time, however the building rubble had been left in the adjacent field making the whole area look very unsightly. It should have been the builders responsibility to remove it. Cllr Mrs Grigg asked that the meeting Clerk report this to EFDC enforcement, given that the area was greenbelt.
- c) **District & County Councillors Reports** – none
- d) **Parish Councillors Reports** – Cllr Clegg reported that the Speedwatch scheme was still taking place, and a local resident was doing regular checks and sending the relevant information off to the Community Speedwatch team. At the session conducted last week, 14% of vehicles were speeding over 36MPH, the highest recorded being 45MPH. On a weekend it can be as high as 38-40% of vehicles speeding. Cllr Clegg confirmed he had asked for Police support however as yet this hadn't materialised. A police motorbike had been seen speeding along Upland Road with no Blue light, however when queried was advised not to report this. Cllr Clegg stated that to date the four residents from Hastingwood who had attended the Speedwatch training had not made contact to conduct any speedwatch session. It was **AGREED** the meeting Clerk would contact Cllr Irvine and ask him to contact these individuals.

Cllr Blanks reminded members that the Paperwork for the recent Airfield Masterplan consultation stated that the masterplan would be forwarded to Cabinet for adoption in early 2022, however as far as he could see there had been no further word about it since the consultation closed. Councillors **AGREED** the meeting Clerk should contact EFDC to find out the current status of the Masterplan, and when it was planned to go before Cabinet. Cllr Blanks advised that the next Cabinet meeting was in June.

- e) **Queens Hall Charity Report** – Cllr Ms Wood had advised the meeting Clerk there was no report.
- f) **Neighbourhood Plan Report** – No update.
- g) **EFDC Local Plan Report** – The EFDC Local Plan website had an update dated 6<sup>th</sup> May stating *'Inspector Jonathan Bore MRTPI had been appointed to complete the Epping Forest Local Plan Examination with immediate effect. For work reasons, Inspectors Louise Phillips and Matthew Birkinshaw were no longer available. Mr Bore has access to all the examination documents and recorded hearings. He is not accepting any further representations at present. An update on the next steps in the process will be posted here and sent to all Regulation 19 Representors as soon as possible.'* Cllr Clegg asked where Mr Bore lived, to which the meeting Clerk advised she did not know. Cllr Blanks stated that the terminology used was interesting in that when he wrote to the last inspector, he was advised that no further representations would be accepted, however this new wording suggested that further representations may be received in the future, and

suggested this Council should write to the Programme Officer and ask when the new Inspector would be accepting further representation. Councillors **AGREED** the meeting Clerk should do this.

- h) Highways Report** – The meeting Clerk advised Councillors of 5 items for this Parish included within the Local Highway Panel scheme list for consideration. Cllr Tyler stated that he had been asked by a local parishioner if it would be possible to have a zebra crossing by Leonard Davis House, and that he thought this made sense as it would also slow the traffic down coming into the Village. The Chairman advised that last year the Council approached EFDC to see if a zebra crossing could be located near to Norway House, specifically to aid the children getting off the bus from school who would then have to cross this very busy section of road, however were advised that it would not be possible due to it being a 40MPH zone. Cllr Blanks suggested an easy fix would therefore be to reduce the speed limit to 30PH, to which the meeting Clerk stated this could have an unintended negative effect of overtaking. Cllr Etherington stated that with the proposed new Airfield masterplan, thought needed to be given to how this area was sculptured, but that a zebra crossing could perhaps feature as part of the overall plans. The meeting Clerk agreed that the Airfield Masterplan could bring new opportunities and could possibly support the argument for a zebra crossing at this location to link up to the internal pedestrian and cycle routes within the masterplan areas. Cllr Clegg reminded Councillors that some time ago Cllr Holly Whitbread advised that works had been agreed to improve the junction by Woodside and Silver Birch Avenue, and asked if there was an update on this matter. The Meeting Clerk checked the Local Highways Panel minutes of 21<sup>st</sup> March 2022, which confirmed the following two schemes had been approved to be delivered in the 2022/2023 financial year:

- LEPP192036 – B181 j/w Forest Glade, North Weald – Sightlines
- LEPP202014 – Woodside, Thornwood – Traffic calming

#### **C22.010 MEMBERSHIP OF COMMITTEES**

Councillors reviewed the list of committee membership, and a number of changes were made. The Committee List was updated on a live basis during the meeting.

#### **C22.011 DATES OF MEETINGS FOR THE MUNICIPAL YEAR**

Attached to the agenda was a list of the proposed dates of Parish Council meetings for the 2022/2023 municipal year. Councillors **AGREED** the dates, which included changes from the first to the second Monday in the months for June (Meeting on 13<sup>th</sup> June), July (Meeting on 11<sup>th</sup> July) and January 2022 (Meeting 9<sup>th</sup> January). It was noted that dates for both Planning and Environmental Committee meetings would be issued throughout the year.

#### **C22.012 REPRESENTATION ON OUTSIDE BODIES** 🖐

Members **AGREED** the following Council representatives on outside bodies.

<b>OUTSIDE BODIES</b>	
<b>Outside Body</b>	<b>Representation Council Year 21/22</b>
Parish Passenger Transport Forum	Cllr Mrs A Grigg
Norway House	Chairman of Parish Council
North Weald Village Hall	Cllr Bedford, however Cllr Mulliner stated that he would very much encourage another representative to sit on the Committee, and asked that Councillors should contact him directly if they were interested.

<p>Epping Forest District Council Committees</p> <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>	<p>Cllr Mrs S Jackman, MBE &amp; Chairman, &amp; Clerk – In the Absence of Cllr Jackman – Cllr T Blanks has attended as a substitution</p> <p>As Above</p> <p>Cllr Bedford</p>
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### Queens Hall Charity

In the Governing Document the Term of Office is for One Year. It was **NOTED** that Cllrs Blanks and Mulliner had resigned as Trustees. The Chairman actively encouraged members to put themselves forward onto this Committee. The following were **AGREED**:

<p><b>Parish Council Appointed Trustees for 2022/2023</b></p>	<p>Dawn Wood – Councillor, Administrator &amp; Treasurer Colin Kinnear – Resident Jamie Prior – Resident Stuart Greenhill – Resident James Prior – TBC</p>
<p><b>Groups</b></p>	<p>Helen Gould – Red School Ian Cuthbert – UKA Karate Vince Curran – NWCC – Cricket Diane Archer – Bowls Representative - Badminton</p>

### C22.013 REGISTRATION OF COUNCILLORS INTERESTS

Members were reminded, on behalf of the EFDC Monitoring Officer, that they should review their Interests on a regular basis. Any updated forms must be submitted to EFDC within 28 days of any change. This is a legal requirement. Some Councillors expressed a need to update their interests, and as such it was **AGREED** the meeting Clerk would send a blank copy to all Councillors.

### C22.014 APPROVAL OF 2021/2022 ACCOUNTS

Attached to the agenda was a copy of the draft final accounts for 2021/2022. The Meeting Clerk provided a summary of any major differences when compared against budget figures, stating that once having considered the reasons for these changes the Council had been broadly on budget. Cllr Blanks stated he had fears concerning utility bills, and the meeting Clerk explained that the electricity costs for the Parish Hall had increased considerably over recent months. Cllr Tyler agreed. After further discussion, Cllr Mrs Jackman **PROPOSED** the accounts for 2021/2022 as submitted be accepted. This was **SECONDED** by Cllr Mrs Hawkins. A vote was taken, the result of which was unanimous for approval. As such, the Accounts for 2021/2022 were **AGREED**.

### C22.015 REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

The Council has a duty to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. As such, the Council reviewed

the effectiveness of its systems of Internal Control. It was noted that due to the COVID restrictions having ended, the Council should now return to having Councillors initial individual invoices for approval, and that Cllr Blanks had resumed the reviewing of monthly Bank Reconciliations. Members discussed this matter and accepted that due to the disruption caused by COVID in terms of the Parish Office not having a fixed based to work from, completing these tasks had been challenging. It was **AGREED** that they were happy with the current system of internal control, but now that meetings were being held in person we need to go back to signing invoices, and go back to Cllr Blanks signing of the bank recs each month.

#### **C22.016 APPOINTMENT OF INTERNAL AUDITOR**

Councillors **AGREED** the appointment of Auditing Solutions as this Councils Internal Auditor for 2022/2023. Cllr Blanks advised that it was his understanding that Deloitte had so far failed to audit last years accounts for EFDC. Cllr Mrs Jackman suggested that this Council should challenge this. Cllr Blanks advised that Qualis were not even audited. After discussion it was **AGREED** this this Council would write to EFDC expressing their concern as to why this has not taken place. Cllr Blanks advised that the Qualis accounts have been published on Companies House, however they are not subject to audit, and explained that the problem regarding EFDCs audit lies with the Auditor (Deloitte), and not necessarily EFDC, however EFDC should be putting pressure on Deloitte.

#### **C22.017 PARISH COUNCIL INSURANCE**

The Parish Councils insurance is due for renewal on 1<sup>st</sup> June 2022. This year the Clerk has been looking to source an alternative company. BHIB is one company that has been looked at, however their proposed annual rate is less favourable than what is being offered by the Councils current insurers. Members had been advised that a copy of the policy document was available for perusal if required. The price for renewal for 2022/2023 from the Parish Councils current insurance provider was £2,785.27, representing a significant decrease on 2021/2022. Councillors **AGREED** to accept this insurance quote for the coming year. Cllr Tyler offered some caution with any insurance, advising that storms are often formally named now, and that some insurance providers are excluding named storms from their schedule, and that there is specific insurance for named storms.

#### **C22.018 POLICIES**

Once per year the Council is asked to review the Standing Orders, Financial Regulations, Risk Assessments, and Policies and Procedures which are in place for this Council. Councillors were asked to recall that it was agreed at the April 2019 meeting that the procedure for all future reviews of Policy Documents would be changed, with copies of policies being retained in the Parish Council Office and available for Councillors perusal at any time. Councillors were advised that the only changes since the date they were last approved (April 2021) were as follows:

- Parish Hall at Thornwood Liaison Working Group – Agreed April 2021 and to be reviewed annually – No Changes.
- Standing Orders & Financial Regulations – These have been checked with the NALC Website and there are No Changes
- Environmental Policy – Some changes – these were attached at *Appendix 6*

Council **ADOPTED** all policy documents including the Standing Orders, Financial Regulations, Risk Assessments, and Policies and Procedures in place for this Council, and **AGREED** the changes to the Environmental Policy as agreed by the Environmental Committee on 30<sup>th</sup>

November 2021. The Chairman advised that if Councillors thought of anything extra needed to go onto any of the policy documents, they should advise the Clerk directly.

### **C22.019 ELECTRONIC DOCUMENTS**

Members considered if they wished to have some of their documentation served on them for Parish Council and other Meetings electronically. After discussion it was **AGREED** that general correspondence should be sent electronically, however hard copy agendas should continue to be sent out to all Councillors.

### **C22.020 RE-DEDICATION OF NORWEGIAN MEMORIAL AND PARISH MEMORIAL**

Councillors noted that the Clerk had met with Colin Quilter of CQ Surfacing regarding repairs and maintenance to the Norwegian Memorial and also the Parish Memorial in the Churchyard. Following conversations between the Clerk and Colin, Colin had agreed to carry out a number of the repairs and renovations free of charge, including a new plaque for the back of the Norwegian stone and re-marking the wording (ancient runic language) - re-marking the letters at the war memorial, resetting the stone, cleaning the stonework and renovating the memorial. Invites to the event will be going out at the beginning of May, and as reported earlier in the meeting Revd Jaimee Summers had confirmed she would be in attendance. A reception has been organised for after the events and this will be held in the Parish Hall at Thornwood. A small brochure will be produced also to commemorate the event. Invites are being sent out this week. The Parish Council will be creating a brochure for the event. Cllr Mrs Jackman asked that this Council formally write to Mr Quilter thanking him for his help and support with this project. Councillors were extremely appreciative of Mr Quilters assistance and agreed he should be formally recognised.

### **C22.021 QUEENS PLATINUM JUBILEE EVENT CELEBRATIONS**

Members were advised that organisation of the Jubilee celebrations had been overseen by a working group of residents assisted by Councillors Wood, Hawkins and Mulliner, and that plans were well underway. Events have been organised at the following venues:

- North Weald Village Hall
- Queens Hall & Memorial Playing Field
- Hastingwood Village Hall
- Parish Hall at Thornwood Common

There will also be the lighting of a Parish Beacon on Thursday 2<sup>nd</sup> June at 9.45pm in line with the Queens Platinum Jubilee directive. This will be on the Memorial Playing Field and all residents in the Parish were welcome to attend. This is being organised by the Queens Hall Charity with financial assistance by the Parish Council. Bunting at key points in the Parish had been organised and would be erected some days before the event. Each group is individually responsible for their own event within their area, and had been asked to submit costings, which they had done as follows:

Hastingwood Village Hall - £1,000

Queens Hall - £2,260.84

North Weald Village Hall - £992

Thornwood Common Parish Hall - £500

All four Village Halls had agreed they would offer their Village Halls free of charge to the community for these events, so there would be no charge for the hire itself. Councillors were reminded that initially a budget of £5,000 had been agreed to support these events, and the proposed



figures were within this budget, however there was also the additional cost of both bunting and a Jubilee Beacon which would take the costing over this budget to approximately £5,300. Cllr Clegg asked where the Beacon would be located, to which the meeting Clerk advised it would be at the Memorial Playing Fields event. Cllr Mulliner suggested the Queens Hall should check if a TV licence was required for the screen at their event, however Cllr Tyler stated that if you are hiring a commercial TV screen, the hirer takes on this responsibility. Cllr Blanks enquired as to the Jazz Subsidy cost, to which Cllr Mulliner advised that this was to try and entice members of the community to come and try it out, confirming that all dance lessons to the public would be free of charge on this occasion. Councillor Clegg **PROPOSED** these costs were **AGREED**, and this was **SECONDED** by Cllr Tyler, with unanimous agreement after a vote.

**C22.022 GOING FORWARD PARISH COUNCIL PREMISES**

Due to the confidential nature of this subject, these minutes are not available for public inspection as they contain or relate to exempt information within the meaning of the Paragraphs indicated of Part I of Schedule 12A to the Local Government Act 1972.

**C22.023 NORTH WEALD RADIO STATION BOWLS CLUB**

Due to the confidential nature of this subject, these minutes are not available for public inspection as they contain or relate to exempt information within the meaning of the Paragraphs indicated of Part I of Schedule 12A to the Local Government Act 1972.

Signed .....

Date .....