



# *North Weald Bassett*

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

26<sup>th</sup> June 2013

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A Meeting of the **Parish Council** will be held on **Monday, 1st July 2013**, in the **North Weald Library**, High Road, North Weald Bassett at **7.30pm** to transact the business shown in the Agenda below.

**Susan De Luca**  
**Clerk to the Council**

*Members of the public and press are invited to attend this meeting*

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### AGENDA

#### **1. APOLOGIES FOR ABSENCE** 🖐

To **RECEIVE** any apologies for absence.

#### **2. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

#### **3. CONFIRMATION OF MINUTES** 🖐

📄 To **APPROVE**, as a correct record, the Minutes of the Meeting of the Parish Council held on 3rd June 2013, and of the Personnel Meeting held on 24<sup>th</sup> May 2013. As attached at **Appendix 1**.

#### **4. DECLARATIONS OF INTEREST**

To **RECEIVE** any Declarations of Interest by Members.

*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice*

#### **5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

To **RECEIVE** questions from members of the public.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.*

#### **6. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT** 🖐

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☰ To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, details of which are shown on **Appendix 2**.

*NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.*

## 7. REPORTS & MEMBERS REPORTS

☰ Members are reminded that in order to ensure smooth and **prompt running of the meeting** it would be **prudent to provide the Clerk with a written copy of their report in order that this can be circulated** to all Members **with the Agenda**.

To **RECEIVE** any questions emanating from any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 3: if they have been submitted by Members for inclusion**

- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports
- d) Highways Reports – (from previous meeting )-
- e) Councillors Reports
- f) Environmental Issues – Cllr Mulliner to Report
- g) Neighbourhood Action Panel Minutes – If these are available
- i) ☰ County Councillors Report - attached

## 8. FINANCIAL REPORTS

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

To **APPROVE** the lists of cheques which were signed up to 30th June 2013 and **NOTE** the summary of income received and the account balances at the end of the month. **(to be tabled)**

### b) Final Audit Report

☰ Members are advised that the Council has now received its final report from the Internal Auditor which is attached at **Appendix 4**.

## 9. ESSEX COUNTY COUNCIL – SECTION 106 MONIES FOR BUS SHELTERS

The Clerk is pleased to confirm that the sum of money which was placed in the budget by the Local Highways Panel as being due under a Section 106 Agreement, has now, after negotiations, been agreed to be paid to the Parish Council, for three replacement Bus Shelters in the High Road, North Weald, these are situated at Emberson Way, opposite School Green Lane and opposite Queens Road. Copies of the type of shelter and quotations are attached at **Appendix 5**.

## 10. MEETING WITH LOCAL AVIATION BUSINESS

☰ The Chairman, together with a number of Councillors met with Geoff Button and Tommy Bowlby on the 17<sup>th</sup> June, at the request of Tommy Bowlby who was meeting with Glen Chipp, Chief Executive of Epping Forest District Council. Details of the meeting are on the attached notes as shown on **Appendix 6**. The Chairman and those who were in attendance will give a further verbal report at the meeting.

## 11. QUEENS HALL CHARITY


**a) Trustees**

Members will be aware that the Parish Council agreed to reduce the number of trustees that they can appoint from eight to six. However as the incorrect procedure had not been carried out by the administration of the Charity this was not possible to do for this administrative year 2013-2014, and therefore the number of trustees will have to remain as eight. It is anticipated that if the Parish Council agrees to reduce the number of trustees that it can appoint to the Charity in the year 2014-2015 then the Charity will wish to maintain the same number of people on the Board of Trustees, so instead of reducing the number on the board, a number of the Trustees would wish to increase the number or co-opted trustees by two. The Clerk will give a further report at the meeting. Following this, Members will be asked how they wish to proceed in this matter.

**12. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN**

Members are asked to **NOTE** that an update on the local plan has been published. Full details of this update can be viewed at the Parish Council offices, or a link to this document can be emailed to Councillors if requested. A brief update will be given at the meeting.

**13. HEALTH & SAFETY THORNWOOD COMMON VILLAGE HALL – LEGIONELLA** 

 Members may recall that in accordance with H&S obligations, an inspection to establish the risk of Legionella within the Thornwood Common Village Hall was recently conducted. The resultant report identified a number of areas which needed addressing, one of which was the issue of water storage in the hall. It was suggested that moving the water system at the hall to come directly from the mains would solve this problem and save money in the long term. A quote was obtained to complete these works, and at the April Parish Council meeting, Members agreed that a further two quotes should be obtained. Three quotes have now been obtained, copies of which are attached to the agenda together with a copy of the suggested remedial action quote at **Appendix 7**. The Thornwood Village Hall and Playing Field Management Committee have asked that the decision as to what action to take to address the Legionella report be passed to the Parish Council. Therefore, Members are asked to **CONSIDER**:

- If works should take place to alter the water system at the hall so that the water comes directly from the mains, and if so to agree which quote they would like to progress. Members should note that if the decision is taken not to complete these works, the suggested remedial works to reduce the likelihood of Legionella would be £1,385 – section G of quote.
- If they would like to progress with the suggested remedial works to reduce the likelihood of Legionella (£379 as stated in the quote – Section H & I of quote)
- If the recommended annual monitoring and inspection programme should be progressed (cost £1,107 per year)

**14 REMEMBRANCE SUNDAY 2013** 

A meeting to discuss this year's Remembrance Sunday event will be taking place on Thursday 27<sup>th</sup> June. It is anticipated notes from this meeting will be tabled at the meeting.

**15. PARISH FOOTPATHS & BRIDLEWAYS**

A number of footpath issues have been brought to the attention of the Clerk regarding footpaths details of these are shown below:

**a) Footpath 84 – Maintenance Issues – Copies of emails attached at Appendix 8.**

**b) Bridleway 2 – Part in North Weald – Part in Stanford Rivers – Copies of emails attached at Appendix 9.**

**16. SPEED WATCH INITIATIVE** 

Members may recall from the March Parish Council meeting that the Speed Watch scheme should be run for a trial period of 12 months, and that there should be one speed watch session run every three months. To date, no Speed Watch events have taken place. Councillors are asked how they wish to progress with this initiative.

**17. EXCLUSION OF THE PUBLIC AND THE PRESS** 

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“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.”

There are currently **NO** confidential items to be considered

***MEMBERS ARE REMINDED THAT THE DATE OF THE NEXT PARISH COUNCIL MEETING IS MONDAY 2<sup>ND</sup> SEPTEMBER AS THERE IS NO PARISH COUNCIL MEETING DURING AUGUST***

