



North Weald Bassett

PARISH COUNCIL

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6YZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

Web Site: www.northweald-pc.gov.uk

Clerk to the Council
Susan De Luca

29th May 2013

A Meeting of the **Parish Council** will be held on **Monday, 3rd June 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

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 13th May 2013.

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 🖐

☰ 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 1**.

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 2: 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 - Minutes of Meeting held on 17th May Enclosed☰

g) Neighbourhood Action Panel Minutes – If these are available

8. FINANCIAL REPORTS ☰

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of cheques which were signed up to 31st May 2013 and **NOTE** the summary of income received and the account balances at the end of the month. **(to be tabled)**

b) Notice of Audit ☰

☰ Members are advised that the Council has been called to Audit on 10th June, details of which are shown on the attached schedule as shown on **Appendix 3**, Members will be asked to note the details on the schedule and to agree the comments. The Statutory Notices advertising the Audit have been affixed to the Councils Noticeboards.

9. CODE OF CONDUCT AND PARTICIPATION AT MEETINGS – DISPENSATIONS

Epping Forest District Council has issued Guidance for Members regarding disclosable pecuniary interests relating to business to be considered at meetings of the council. Copies of the guidance together with a flowchart are enclosed with this agenda at **Appendix 4** for Members. Members are advised that they will need to follow this guidance and the procedure in it.

10. EPPING FOREST DISTRICT COUNCIL TRAINING

Members are advised that Town / Parish Councillors are invited to a Member Training day on Saturday 15 June. Details of the courses are attached at **Appendix 5**. Please contact the parish Office by the 5th June if you wish to attend one of the courses.

11. QUEENS HALL CHARITY ☰

a) **Fields In Trust**☰ – Cllr Brian Bartram to give a verbal Report to Members regarding the Charity's application as detailed on **Appendix 6**.

b) Appointment of Trustees 

The Clerk has spoken to individuals who may well be interested in becoming Trustees on the Queens Hall Charity, however it is essential that we provide them with the following information (at one of their request) :

- 1 *Up to Date Full Set of Accounts for the Year Ended 2011-2012*
- 2 *Draft Accounts for the Year Ended 31st March 2013*
- 3 *Hiring Fees for All Users of the Hall Since 2010 to include any special arrangements that are in place with regular hirers*
- 4 *A copy of the Insurance Documentation for the Hall including Public Liability*

It will also be necessary to provide Indemnity Insurance for the Parish Council Appointed Trustees, this is available at a cost of approximately £190 annually, and would indemnify the trustees from claims arising from any illegal activities of the charity or fellow trustees, and is essential for them to have in place. Currently the Charity does not have this insurance in place.

The Clerk has asked for this information to be provided by the first week of June in order that the trustees can be in place before the AGM which is due to be held on the **17th June**.

c) Queens Hall Charity Meetings

The AGM of the Queens Hall Charity will be held on Tuesday 18th June at 8.00pm at the Queens Hall Community Centre. The Meetings of the Queens Hall are normally held on the 3rd Tuesday of the month (with no meetings held in August).


12 NORTH WEALD WIRELESS BOWLS CLUB – REQUEST FOR ASSISTANCE WITH REPAIRS TO ROAD.

The Clerk has received an email from North Weald Wireless Bowls Club requesting assistance in helping with repairs to potholes along the access road from the High Road to the Bowls Club. The Clerk has advised that the Parish Council has no financial liability for this road, and has asked the Bowls Club to put the request into a letter, advising what type of assistance they are looking for and to give further details. Copies of the correspondence which had been received has been sent to Peer Group, the land owners and Nick Dorras, Chairman of North Weald Village Hall, an organisation which has *some* liability for the upkeep of the road. The Clerk is still awaiting the further more detailed correspondence from the Bowls Club.

13 EPPING FOREST LIGHTHOUSE PROJECT

Cllr Mrs Janet Whitehouse has asked that Councillors NOTE the details of the Lighthouse Project whose aim is provide local residents Quality re-used furniture , appliances, nursery and household goods. It is a not for profit Social Enterprise and is open to everyone, pamphlets have been enclosed for members information, and Members are asked to note that volunteers are also needed.

14 THE VILLAGE SIGN FLOWER BED 

 A letter has been received and is detailed on *Appendix 7* from Mrs Chris Collins advising that at the end of May she will no longer be able to continue with tending the Flower Bed which she has undertaken on a voluntary basis and at her own cost for the last eight years. Members will need to make alternative arrangements for this area, and the Clerk will write to Mrs Collins thanking her for all the hard work that she has undertaken over this time.

15. 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

