



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

8th May 2013

The **Annual Meeting** of the **Parish Council** will be held on **Monday, 13th May 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. ELECTION OF CHAIRMAN 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

2. ELECTION OF VICE CHAIRMAN 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

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

5. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record, the Minutes of the Meeting of the Parish Council held on 8th April 2013, together with the Notes from the meeting held between the Council and the Consultants, Drivers, Jonas Deloitte on the 11th April, and the Notes from the Citizen of the Year Meeting.

6. 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

7. 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.

8. 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.

9. MEMBERSHIP OF COMMITTEES

As detailed on **Appendix 2**.

 To **DETERMINE** the membership of the Council's Standing Working Committees as follows -

(a) **Planning Committee** (14 Members)

to meet 1st and 3rd Mondays (usually) subject to plans being available.

(b) **Environmental Committee** (10 but Open to All Members).

to meet monthly during the day.

(c) (i) **Allotments Sub Committee** (4 Members)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day.

(d) **Finance and General Purpose Committee** (Open to All Members) to meet once or twice a year.


(e) **Personnel Committee** (5 Members) to meet four times a year.

(f) (i) **Emergency Personnel Working Group** (3 Members) to be able to meet at short notice.

(g) **Forward Planning Committee** – Do Members still wish this committee to go ahead.

In order to maintain consistency Members who were already on a Committee during the previous year, will be asked if they wish to be a member of the same Committee for the current municipal year.

10. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 To **NOTE** the dates of the Meeting on the Schedule as detailed on **Appendix 3**.

11. REPRESENTATION ON OUTSIDE BODIES 

Members are asked to **DETERMINE** the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.


Outside Body	Council Representatives During 2011/2012
Parish Passenger Transport Forum	Position Vacant
Neighbourhood Action Panel	Councillor Hawkins Councillor Eldridge Councillor Collins Councillor Bartram Councillor A Grigg Councillor Mulliner Councillor Bedford Councillor McCormack also sits on this Committee but as an Independent Resident
Norway House	Councillor Hawkins Cllr Godwin Brown
North Weald Village Hall	Cllr N Bedford
EFDC Local Councils' Liaison Committee	The Clerk and the Chairman are automatically Members of this Cttee
Bassett Memorial Charity It is the Clerks understanding that the Charity has not registered the change to the number of Trustees appointed by the Parish Council to the Charity Commission* (see attached email)	Cllr Godwin Brown Cllr Bedford Cllr Bartram There are currently *5 Trustee positions Vacant
Emergency Planning	2 Positions

12. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded, that they are encouraged to review their Interests on a regular basis, as such the Clerk holds copies of a Revised Declaration of Interests form. Therefore, on

behalf of EFDCs Monitoring Officer, Members are asked to review their current Declaration and if it is necessary that a new form be completed and submitted to EFDC, this must be done within 28 days of any change. **This is a legal requirement.**

13. 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 4: 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
- g) Neighbourhood Action Panel Minutes – If these are available

14. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

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

c) Internal Auditors Report

 Members are asked to **NOTE** the report of the Internal Auditor as detailed on **Appendix 5** and to take any action deemed necessary thereon.

15. YOUTH ORCHESTRA

Kay Twitchen – Chairman: Essex County Councils has been in conversation with Cllr Cyril Hawkins regarding Essex County Council Youth Orchestra, who would be willing to attend North Weald and where local young people would be invited to attend an Event to play music with them. It is expected that a contribution of approximately £100 would be needed to cover transport etc. It is understood that the event would be held in North Weald Village Hall which would be provided free of charge. Members are asked if they would be willing to **SPONSOR** this event for £100.00.

16. COMMUNITY DAY EVENT NORTH WEALD AIRFIELD -SEPTEMBER 2013

Following the comments made by a Member at the last meeting, the Clerk has received a number of communication from EMAS/Weald Aviation and a Member of RAFA, regarding last year's Community Day event and the proposed event to be held in September. It does seem that there has been some misunderstanding regarding the donations for the Community Day event and the donations for the Hangar Dance event. Donations had been received for the **Community Day event, as agreed by EMAS/Weald Aviation** and their commitment was fulfilled. Members are now asked to reconsider whether or not the Parish Council wish to have a stand at the event in September.


17. COUNTRYSIDE WALKS MAGAZINE

The Council has been approached by a local resident who has produced a sixteen page A4 colour booklet of local walks. The resident has asked if the Council will **CONSIDER** covering the cost of the printing and staff time in the production of the booklet.

18. PLAY AREA QUOTATION

As Members are aware the Parish Council was granted £8,185 from Essex County Councils Big Society Fund towards a piece of play equipment at Thornwood Common Play Area. This left a shortfall of £2,965 to be found for the equipment. There is also some essential remedial work to be carried out to the safety surfacing under Health and Safety regulations around the Playshell area. To carry out repairs to this safety surfacing would cost £5485.00 (the Clerk has negotiated a further discount of £500 which would bring this figure down to £4985.00), this would be guaranteed for five years. Alternatively a repair could be carried out to this area at a cost of £3000, this would only be guaranteed for one year.


19. PARISH ASSETS

 **The Community Right to Bid, Right to Build and Right to Transfer is now in force. It aims to keep valued land and buildings such as your local pubs, shops, library, open spaces, areas of community or historical interest or football ground in community use.**

Following a meeting that the Clerk attended on the Localism Agenda, at Essex Association of Local Councils on 1st May, Parish and Town Council have been advised by the Rural Community Council of Essex together with the National Association of Local Councils that it is essential that local communities identify their local assets. Details are attached within the attached schedule shown at **Appendix 6** giving details of ways that these rights can be utilised.

Feasibility grants - Feasibility grants can be made available to organisations that demonstrate they have the potential to meet local needs through the acquisition and management of land and buildings. These grants are mixed capital and revenue for amounts of up to £100,000 and can be used by organisations to develop investment proposals and carry out feasibility studies equipping them to take ownership of assets through discounted transfer or, else, bid to buy land and buildings of community value. Members are asked to **CONSIDER** carrying out this action within the parish of North Weald Bassett.

20. LARGER LOCAL COUNCILS FORUM

 The next meeting of the LLCF will be on the 21st June at 10am-12 noon at The Murray Hall in Loughton. The guest speaker is Nick Alston, the new Police and Crime Commissioner for Essex, so Members will have an opportunity to put any questions they may have to them. Details are attached at **Appendix 7**.

21. FLYING THE FLAG

There has in the past been either a member of the public or a councillor who has responsibility for 'flying the flag' on relevant appointed Official days including UK and Norwegian. Members are asked if they would be willing to **CONFIRM** an appointment of a Councillor on an annual basis to undertake this position.

22. 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 is currently **ONE** confidential item to be considered