



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

6th May 2015

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **Annual Meeting** of the **Parish Council** which will be held on **Monday, 11th May 2015**, 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 13th April 2015
- the Minutes of the Extraordinary Meeting held on the 27th April 2015

To **NOTE**,

- the Minutes of the Meeting of the Parish Hall Committee held on 2nd April 2015, as attached at **Appendix 1**.

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. NOTICE OF VACANCIES FOR PARISH COUNCILLORS

Members are advised that there are currently **THREE** Vacancies for Parish Councillors within the Parish, One in Hastingwood ward, Two in Village ward (North Weald). Notice of Vacancies have been placed on the relevant Noticeboards.


9. CO-OPTION OF PARISH COUNCILLORS

Members are advised that following the advertising of the Vacancies for Parish Councillors in both the Hastingwood and North Weald wards, candidates will be in attendance to stand for co-option. Copies of short CVs will be included if they have been provided by the candidates. Members are advised that Deborah Adams will be in attendance at this meeting (former Councillor for Hastingwood ward, who wishes to stand for co-option as she omitted to put her paperwork in to the Election Office in time due to work and personal commitments.

10. COUNCILLOR PETER COLLINS

Members are advised that Cllr Peter Collins did not stand for Election in 2015 as he no longer wished to retire from the role of Councillor, wishing to give more time to his personal life. Councillor Collins had been a Councillor, for a second time since 2007 and has given much commitment and service to this Council over the years. A letter has been sent to him on behalf of Members thanking him for his time with the Council.

11. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

 To **RECEIVE** the 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.

12. MEMBERSHIP OF COMMITTEES

As detailed on **Appendix 3**

 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, usually four times a year.

(b) (i) Allotments Sub Committee (4 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).

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

(d) Personnel Committee (5 Members)
to meet as and when necessary.

(d) (i) Emergency Personnel Working Group (3 Members of the Personnel Committee)

to be able to meet at short notice

(e) Forward Planning Committee – Members to consider if they still wish this committee to go ahead – or should it be replaced by a Neighbourhood Area Plan Committee.

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.

13. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

To **NOTE** the dates of the Meeting on the Schedule previously circulated in Members Packs.

14. 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	Current Council Representatives During 2014/2015
Parish Passenger Transport Forum Neighbourhood Action Panel (Changes are expected to this Committee) Norway House	Position Vacant No Members at Present Cllr Hawkins as Chairman of Council Cllr Mrs E Godwin Brown as Reserve
North Weald Village Hall	Cllr N Bedford
EFDC Local Councils' Liaison Committee	The Clerk and the Chairman are automatically Members of this Cttee Cllr Godwin Brown Cllr Bedford Cllr Bartram There are currently 5 Trustee positions Vacant
Bassett Memorial Charity	


15. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded, that they should review their Interests on a regular basis, as such the Clerk circulated a copy of a Revised Declaration of Interests form in your Agenda Pack. Therefore on behalf of EFDCs Monitoring Officer Members are asked to review their current Declaration and that a new form be completed and submitted to EFDC this to be done within 28 days of any change. **This is a legal requirement.**

16. DECLARING INTERESTS – FLOW CHART

Members are reminded that a flow chart produced by EALC was distributed in Members Agendas Packs for Members uses. Members are reminded to refer to this chart when deciding whether or not they have an interest to declare, however Members are further reminded that they can always refer to the Monitoring Officer at EFDC if they need any assistance in these matters.

17. 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 – No Updated Report at the current time
- e) Councillors Reports
- f) Environmental Issues – Cllr Mulliner


18. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31st March and 30th April 2015 and **NOTE** the account balances at the end of the month. **(to be tabled)**

b) Notice of Internal Audit

Members are asked to **NOTE** Internal Auditor will be in attendance on the 15th June.

c)  **Notice of Audit** - Members are advised that the Council has been called to Audit by the External Auditor on the 29th June 2015. The Statutory Notices advertising the Audit have been affixed to the Councils Noticeboards.

19. NEIGHBOURHOOD AREA DESIGNATION

An update will be given at the meeting.

20. REMEMBRANCE SUNDAY LUNCHEON

Following confirmation from the Chairman of the North Weald Village Hall that the Committee will provide the Hall free of charge once again for this event, Members are asked to confirm that they wish to hold the event at this venue in 2015.

21. PARISH HALL AT THORNWOOD COMMON

a) Request to use field by Football Club

A representative from Epping Youth Football Club attended the meeting of the Parish Hall and asked the Committee if they would consider giving permission for the team to use the Playing Field. The representative advised Members that the club is a chartered standard club and is therefore governed by rules. The club would clear up after themselves and would not leave a mess. They would not need to use the Parish Hall for toilet facilities/changing rooms. However, if possible there would be the need for the club, to store their goal posts in a secure place. Concerns were expressed by Cllr Hawkins with regard to problems that had been experienced in the past with clubs that had used the field and failed to clear up afterwards.

Cllr Clegg said that he likes to encourage all club sports, however, a decision could not be made this evening, as a discussion would need to take place as to the pros and cons, questions such as who cuts the field and how often it would need to be cut, would need to be answered. Following lengthy discussion, it was agreed that this matter would need to be put to Full Council for a decision, as the Parish Hall Management Committee do not have responsibility for the Playing Field.

b) Health & Safety – Responsible Person

c) Painting of Exterior of Hall by Management Committee

Verbal Reports will be given on all of the above.

22. WEALD COMMON

To receive a verbal update from the Clerk on the following items:

a) Pathway

b) CCTV

23. 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

