



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

28th October 2015

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **A Meeting** of the **Parish Council** which will be held on **Monday, 2nd November 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. 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 Parish Council Meeting held on 5th October 2015

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To **NOTE**

The Minutes of the Parish Hall at Thornwood Meeting held on 1st October 2015

- The Minutes of the Environmental Committee held on 7th October 2015

ALL As attached on **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

 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 attached at **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 **if they have been submitted by Members for inclusion**

a) Chairman's Report

b) Vice Chairman's Report

c)  District Councillors Reports – **All District Councillors are now invited to send a written Report, if they are unable to attend the Meeting, which the Clerk will read out.**

d) Parish Councillors Reports – To be given by Members at the Meeting

e) Environmental Issues – Cllr Mulliner

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

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

b)  Internal Audit

To **NOTE** the Report of the Internal Auditor which is attached at **Appendix 3**.

To **Note the following Documents as attached at Appendix 4**

c)  Financial Risk Assessment

To **AGREE** the Parish Council's Financial Risk Assessment for the Year 2015 -2016

d)  Business Continuity Plan

To **AGREE** the Parish Council Business Continuity Plan

e)  Business Recovery Plan


To **AGREE** the Parish Council Business Recovery Plan

Items c, d, and e have been viewed by the Internal Auditor and he has viewed these in an extremely favourable light and to be totally appropriate to the needs of this Parish Council.

f) Budget & Precept Meeting

Members are asked to **NOTE** that the date for the Budget and Precept Meeting for this year will be **MONDAY 21ST DECEMBER**. Members are asked to note that this is later than usual in the year.

9. GRAFITTI POLICY

 Members are advised that a completed Graffiti is enclosed at **Appendix 5** for Members perusal and adoption by the Parish Council.

10. NEIGHBOURHOOD AREA PLAN

Members are advised that the 2 page handouts have now all been distributed to all the homes within the Parish by Ward Councillors. Three Information / Mopping Up Events have been planned – one for each village in the Parish, the dates are as follows:

Hastingwood Village Hall Sunday 29th November - 2pm to 4pm

North Weald Village Hall – Saturday – 23rd January 2016 – 9.30am – 11am

Parish Hall at Thornwood - Saturday 23rd January 2016 – 11.30am – 1pm


These will be advertised in Village Life and on the Parish Council Noticeboards. Hastingwood Residents will also be advised by a leaflet drop by the Hastingwood Residents Association.

11. REMEMBRANCE SUNDAY ANNUAL EVENTS

Members are advised that the organisation of the events continues, a representative from the Norwegian Defence Attache's Office will be in attendance at the events and the luncheon.

An update will be given of the meeting which is due to be held on Monday morning regarding the events on the day. Members are asked to **NOTE** that the Parish Council staff have also undertaken the organisation of the British Legion Service at St Andrews this year with the exception of the Risk Assessment which will be undertaken by the Chairman of the British Legion as it will need to be conducted on the day.

12. EPPING FOREST DISTRICT COUNCIL – RELOCATION OF HOUSING SERVICES REPAIRS & MAINTENANCE HUB.

 Following an invitation from Paul Pledger, EFDC Assistant Director (Housing Property & Development) the Clerk and Vice Chairman: Cllr Alan Buckley attended a Meeting with Paul and Cllr Dave Stallan on Friday 23rd October. The topic of the discussion was the need for the relocation of the EFDC Repairs and Maintenance Hub to be relocated from the rear of the Unigate Dairy (as part of the St John's Road Development in Epping. Much discussion took place regarding the need for this to happen and this is clearly laid out in the EFDC Report to the Cabinet which is enclosed in full, for Members perusal, at **Appendix 6**.

Paul Pledger and Cllr Stallan advised that one of the areas that they are considering, and the area which is, potentially, the 'best' area, as it is in EFDC's ownership and is already in the Local Plan for Employment, is land at Blenheim Way.

Cllr Stallan advised that both he and Cllr Grigg are acutely aware that there is history attached to the Blenheim Way site and the fact that this Parish Council was extremely concerned that no land was set aside for a play area in the original proposal. He has advised that if any development was to be considered for that area, then land should also be set aside for the creation of an Open Space which could be passed on to the Parish Council to either lay out as a Play Area or to remain as Open Space.

Members are also advised that this will be made possible as the land will be transferred from the General Fund to the Housing Revenue Account.

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Members are further advised that they are not being asked to look at or comment on any planning application at the current time, as nothing has been put in front of the Parish Council, they are simply being asked to comment on an 'In Principal' matter.

Which is:

If the Repairs and Maintenance Hub was Relocated to Blenheim Way - Would The Parish Council Wish To Take Up the Offer Of An Area of Land Which Could Be Left As An Open Space or Used As A Play Area.

The District Council would provide this as a fenced area and it would also be turfed. Cllr Buckley has also posed the question of - If the Council did Accept it Could it Have Safety Surfacing.

It would be on a lease – in line with other areas that the Parish Council have with the District Council, ie. Bluemans, and Pike Way.

Details of the Actual Sizings of the open space are as follows 170 square metres or 1367 square feet.

Members are now asked to **CONSIDER** this In Principal in Question, in time for the Clerk to advise Paul Pledger, to enable him to advise full Cabinet, the date of which is the 5th November.

13. MEETING WITH CHIEF EXECUTIVE

▣ The Clerk, Principal Administrative Officer, Cllr Blanks and Cllr Clegg met with the Chief Executive to discuss this Council's concerns. Cllr Whitbread, Leader of the Council, also joined for part of the Meeting. The Chief Executive has provided a set of notes from the Meeting. These have been circulated to those who were in attendance. Cllr Blanks has asked for a couple of comments to be made with regards to those notes. A copy of both the Chief Executive's notes and Cllr Blanks email is included at **Appendix 7**.

14. CHRISTMAS LIGHTS –VILLAGE GREEN, NORTH WEALD CHRISTMAS LIGHTS – VILLAGE GREEN, NORTH WEALD

At the recent Environmental Committee Meeting Members discussed the possibility of holding an event to mark the turning on of the Christmas Lights this year.

The Chairman stated that if there was to be an event, arrangements would need to be put in place now, together with notices to advertise the event. Members recalled that, last year, permission was not granted to use the hall at Wheelers Farm Gardens. The Senior Administrative Officer reminded Members that the Parish Hall Management Committee would be holding an event at the Parish Hall on Sunday, 6 December 2015 at 4pm and stated that it had been suggested that the lights could be timed to turn on at the Village Green at the same time. Councillor Hawkins stated that the event was open to everyone, a choir would be singing carols, the trees outside the entrance hall would be decorated with lights, and mince pies and mulled wine would be available. Following discussion, Members **AGREED** that arrangements would be made to ensure that the Christmas Lights would be put up in time for Sunday, 6 December 2015, with the turning on of the lights timed to coincide with the event at the Parish Hall.

15. EFDC LOCAL PLAN WORKSHOPS

Members are advised that EFDC are holding Workshops to update Members regarding the Local Plan. The Clerk has circulated an email to all Members advising of the date. However Councils have only been allocated one place on each Workshop. Cllr Blanks has advised he would be willing to attend the Workshops on the 2nd and the 24th November.

16. WOODSIDE – COMPLAINT FROM LOCAL RESIDENTS REGARDING SMELLS AND POLLUTION TO BROOK

Following a complaint from Cllr Mrs Godwin Brown, the Clerk contact Dr Paul Baccarini at EFDC regarding this matter. A copy of the emails have been reproduced for Members perusal which are attached at *Appendix 8*. Members are now asked how they wish to move **FORWARD** in this matter.

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