



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

29th September 2017

TO: ALL COUNCILLORS

PLEASE NOTE THE DATE AND TIME OF THIS MEETING

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Thursday, 5th October 2017**, in the **North Weald Library, High Road, North Weald**, at **7.45pm** 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 Monday, 4th September 2017, as attached at **Appendix 1**.

4. TO RATIFY THE ITEMS FROM THE MEETING TO DISCUSS ARRANGEMENTS FOR THE 2017 REMEMBRANCE SUNDAY EVENTS 

 As detailed on the attached schedule attached at **Appendix 2**.

5. 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

6. 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.

7. 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 3**.

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

8. 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** - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- d) **County Councillor Reports**
- e) **Parish Councillors Reports**
- f) **Neighbourhood Plan Monthly Update**

9. FINANCIAL REPORTS

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

To **APPROVE** the lists of payments which were signed up to 30th September 2017 and **NOTE** the account balances at the end of the month (**to be tabled**).

b) **Changes to Bank Signatories**

- i) To **APPROVE** the removal of Cyril Hawkins as a Signatory
- ii) To **AGREE** a new Signatory

c) **Annual Return 2016/2017**

 To **NOTE** the findings of the 2016/2017 Annual Return / External Audit as attached to the agenda at **Appendix 5**. A copy of the notice of conclusion of audit has been published in accordance with the required guidelines. Council are now asked to **CONSIDER** any matters raised, and decide what, if any, action is required.

10. EPPING FOREST DISTRICT COUNCIL - CITIZEN OF THE YEAR CIVIC AWARDS 2018

EFDCs Citizen of the Year Award recognises people in the community who make positive changes in the District. Councillors are asked to **CONSIDER** if they wish to nominate an individual over the age of 18, or a team, who they feel make a real difference. Each nomination will require a proposer and seconder. Applications close Friday 24th November 2017.

11. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN **a)  INFRASTRUCTURE DELIVERY PLAN – MEMBER WORKSHOP REPORT**

Councillors are asked to **NOTE** the short report following the Infrastructure Delivery Plan member workshop that was held on Saturday 8th July 2017, a copy of which has been reproduced at **Appendix 6**. The event was well attended by District councillors and representatives of all Parish and Town Councils across the district. The report provides a summary of the event and the findings.

b) GOVERNMENT CONSULTATION - PLANNING FOR THE RIGHT HOMES IN THE RIGHT PLACES - DEADLINE 9 NOVEMBER 2017 

Councillors are asked to **CONSIDER** a new consultation on the Governments proposals to introduce a standard method / approach to assessing 'local housing need' Currently, the Local Planning Authority (in our case Epping Forest District Council) establishes this itself by assessing a number factors. In the Draft Local Plan, the District Council stated that its Objectively Assessed Housing need was 11,400 for the District which includes some development on the periphery of Harlow.

The government intends to introduce a standard method made up of three components.

- Demographic Baseline
- Market Signals
- Cap to limit increase

With this proposed new method, Epping Forest District Council would establish the demographic baseline by way of the Office for National Statistics growth projections. This would set the annual average household growth over a 10 year period. This would be regarded as the **minimum local housing need**.

The Government feels that projected household growth itself is an insufficient indicator of demand, and that assessing an appropriate level of housing must address the issue of affordability. It therefore intends to introduce a calculation (median affordability ratio) which is then used to adjust household projections. This compares the median house price (based on all houses sold on the open market in a given year in a local authority) to the median earnings (based on full-time earnings for those working in a local authority area).

Example

Average house price in a specific area - £400,000.

Average earnings in a specific area - £30,000

The average house price is 13 times higher than the average earnings.

The overall housing need figure would be calculated as follows:

Local Housing Need = (1+adjustment factor) x projected household growth.

This has been applied to Epping Forest, and the 514 houses per year that need to be built over the next 10 years (figure sourced by Epping Forest District Council) would be increased to 923. This is a 79.5% increase.

The Government does intend to cap the level of any increase according to the current status of the Local Plan. For those authorities that do not have an adopted local plan (such as EFDC) the new housing need figure would be capped at 40% above whichever is higher of the projected

household growth (as detailed in the Office for National Statistics) or the annual figure set in their current local plan.

The Government also states that they intend to introduce this method for any authorities who fail to have an up-to-date plan in place after 31st March 2018. If this is the case for Epping Forest District Council, it would not be able to factor any land constraints (e.g. Green Belt) into the baseline for establishing their five year land supply. However, the Government also states that it intends to introduce a 'transitional' arrangement, and that if by 31st March 2018 a Local Plan has been published but not yet submitted, the Local Planning authority can continue with its current plan preparation.

It is understood that Epping Forest District Council is fully aware of the potential impact these measures could have on growth in the District, and Eleanor Laing MP is actively engaging with the Secretary of State for Communities and Local Government to express her deep concern at how a 'one size fits all' approach is not suitable for the Epping Forest District. Epping Forest District Council has agreed to accelerate the delivery of the Local Plan to make sure it is submitted before 31st March 2018, as this is perceived as the best way to protect the loss of any further green belt or green open spaces.

A further update will be given at the meeting.

12. DOCTORS SURGERY IN NORTH WEALD

The Clerk has received a letter from a local resident formally asking the Parish Council if it could obtain some clarity as to what is happening with the Doctors Surgery in North Weald. It is understood that earlier this year, patients of the Limes Medical Centre who are resident in North Weald had been advised that from May 2017 two full time doctors and a nurse would be housed in the North Weald Surgery and that North Weald residents could no longer be seen at the Limes Centre itself. This was in fact implemented, with the North Weald Surgery opening full time. However, in July residents were advised that the North Weald Surgery would be closed for 'a couple of weeks' for decorating/improvements. The Surgery remains closed at this time. The resident has tried to obtain clarification from The Limes Medical centre who simply state that 'nobody knows'. The website states that 'due to preparation for refurbishment, North Weald Surgery will be closed from 10th July until further notice'. Councillors are asked to **CONSIDER** if they would like the Clerk to take up this matter to try and establish what the future holds for the North Weald Surgery.

13. DEFIBRILLATOR FOR NORTH WEALD

On 18th September, the Parish Office received a telephone call from a representative of The Healing Group based at North Weald Village Hall, regarding funds raised for a defibrillator. The Parish Office was informed that the Healing Group would like the Parish Council to purchase a defibrillator on their behalf, which they would then like to donate to the community. The representative of the Healing Group advised that the late Chairman of the Parish Council had verbally agreed that the Parish Council would take on board the administration associated with the purchase and installation of a defibrillator. It was the representative's understanding that the Chairman had received a verbal agreement from North Weald Veterinary Surgery to locate the defibrillator on the outside wall of the surgery. The Clerk to the Council was not aware that this discussion between the Chairman and the Healing Group had taken place.

Councillors are asked to **CONSIDER** how they wish to progress with this matter.

14. PETITION RECEIVED FROM RESIDENTS OF PRINCES CLOSE, NORTH WEALD

 The Clerk has received a letter and petition from residents of Princes Close, North Weald, regarding the resurfacing and maintenance of Princes Close. A copy of the letter is attached to the agenda at **Appendix 7**. The letter and petition is also addressed to ECC Cllr Jackson and Essex County Council. Councillors are asked to **NOTE** that the responsibility of maintaining the Highway lies with Essex County Council as the Highway authority for Essex, however are also asked to **CONSIDER** what, if any, action they would like to take regarding this issue.

15. DATA PROTECTION AUDIT

 As reported at a number of previous Parish Council meetings, the Office Staff have been working towards ensuring the Parish Council are fully and adequately prepared for the new General Data Protection Regulations (GDPR) that will come into force in the UK from 25 May 2018. To this end, the office staff have attended a number of courses on this matter, and a full Data Protection Audit was conducted on 9th-10th August 2017. A copy of the report following this audit is attached to the agenda at **Appendix 8**. The report highlights a number of issues that will need to be addressed. The Information Commissioners Office has emphasised the need for public bodies to adequately plan and prepare to meet the requirements of the GDPR ahead of May 2018 and beyond.

Councillors are asked to **NOTE** the content of the report at this time, and to **NOTE** that further work and action is required to ensure the Parish Council complies with the GDPR as at 25th May 2018, the details of which will be put to Council at a forthcoming Parish Council meeting.

16. VEXATIOUS AND PERSISTENT BEHAVIOUR

Councillors are asked to **CONSIDER** adopting the following Vexatious and Persistent Behaviour policy:

We will always treat you with respect and we expect staff to be treated the same way. Rude, violent or abusive behaviour towards staff will never be tolerated. If we consider behaviour to be unreasonable or vexatious, we will explain why and request the complainant modifies their behaviour and warn them that contact will be restricted if it continues. This includes behaviour such as refusal to follow the appropriate process, an aggressive style of communication, repeatedly contacting officers and councillors unnecessarily, and refusing to accept a decision without providing any necessary or new evidence. If it appears to the Parish Council that a complaint continues to be trivial, vexatious, repetitive or frivolous, no further correspondence related to it shall be entered into by members of officers.

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

