



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

7th April 2015

TO: ALL COUNCILLORS

You are hereby summoned to attend A **Meeting** of the **Parish Council** which will be held on **MONDAY, 13th APRIL 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:

Minutes of the Parish Council Meeting held on the 2nd March 2015

Minutes of the Extraordinary Meeting held on the 9th March 2015

& to **NOTE** the Minutes of the:

Annual Parish Assembly held on the 23rd March 2015

Parish Council Environmental Committee held on the 18th March 2015

as attached at **Appendices 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 may require a formal update, and to **RECEIVE** any correspondence and communication as the Clerk may place before the Council which is not detailed within the Agenda. As 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

👏 Further to a recent letter to Members from the Clerk, 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 3: if they have been submitted by Members for inclusion**

a) Chairman's Report

b) Vice Chairman's Report

c) District Councillors Reports

d) Councillors Reports – If Submitted as Attached at **Appendix 4**

e) Highways Reports – Update Attached at **Appendix 5**

f) Environmental Issues – to include Allotment Issues – Cllr Mulliner to Report 👏

8. FINANCIAL MATTERS 👏

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of cheques which were signed up to 31st March 2015 and **NOTE** the summary of income received and the account balances at the end of the month. **(to be tabled)**

b) Direct Debit

Members are asked to **APPROVE** the payment of the Electricity Bill at the Parish Hall at Thornwood by Monthly Direct Debit – thereby making an annual saving of approximately 4%.

9. NEIGHBOURHOOD PLAN 👏

📄 Whilst a Verbal update on the status of the Neighbourhood Plan will be given, Members are advised of the following:

1: A Meeting was held with Members and Officers of EFDC

2: The item on the March Cabinet Meeting was deferred


3: Members have agreed that the Area designation should be postponed until the June Cabinet Meeting

4. Letters have been sent to all residents of the 60 homes which equates to 170 residents who would be affected in Hastingwood. So far we have received 62 responses back the result of which is that 56 residents feel that it is wrong to exclude the area from the Neighbourhood Plan, and 5 feel it is correct to do so and 1 has a conflicting response. A more detailed analysis will be available for the meeting on Monday.

Also a Report to the EFDC Cabinet for the 13th April has been received, a copy of which is attached for Members at **Appendix 6**. As Members will see from this Report and as detailed on Page 39 under the heading **Criteria** the omission of part of Hastingwood from the Parish

Councils Neighbourhood Plan is not in line with all of the bullet points as detailed on that Schedule, therefore Members are now asked how they wish to move **FORWARD** in this matter.

10. PATHWAY TO WEALD COMMON

 Following various communications and also a meeting of the Environmental Committee, no agreement could be made in relation to the formation of a Parish Council Working Group in relation to the Pathway at Weald Common. As Members know, there has been a concern with regard to the serious deterioration of the path, which had been noted by Members in a number of Quarterly Play Area Reports.

At the Environmental Committee Meeting the Clerk had placed the item on the Agenda to recruit the three Members necessary to be part of the Working Group (Parish Council Side) however this was met with some opposition by the Chairman of the Environmental Committee who had asked why a member of the Parish Council's staff was required to carry out the administration and whether the Village Hall should also have a member present to assist with administration. The Clerk stated that this was a Parish Council Working Group and not a Village Hall Working Group, therefore minutes of meetings would need to be taken. The Clerk distributed a copy of the Terms of Reference for the Working Group. The Chairman referred to item no. 3 *"The 3 Members of the Parish Council should have no affiliation to the Village Hall, and the 3 Members of the Village Hall should have no affiliation to the Parish Council, thereby keeping an impartiality"*.

He asked the Clerk why it would not be possible for him to sit on the Working Group if the Village Hall Members do not have an issue with him being part of it. The Clerk stated that there should be no conflict of interest. The Chairman of the Environmental Committee stated that the Working Group would not take place if he is unable to sit on the working group. He felt that if the Village Hall trustees are not worried about him sitting on the Working Group he should be allowed to. The Clerk stated that she would write to the Epping Forest District Council Monitoring Officer regarding the correct procedure and whether it would be appropriate for someone to sit on the Working Group "wearing two hats". The Chairman stated that he had already written to the Monitoring Officer regarding this and was awaiting a reply.

The Clerk advised that she wanted to ensure that this was the correct way of doing it.

Councillor Hawkins stated that he was of the opinion that due to the Health and Safety Issues previously pointed out in the ARD Reports that action on the path to make it safe should be carried out as soon as possible.

The Chairman of the Environmental Committee stated that the reason the Village Hall trustees wanted the path removed is because the willow tree is fragile and they do not want members of the public walking underneath it. The Clerk advised that the tree was the responsibility of the Village Hall and that by trying to stop people walking underneath it would not remove the Village Hall's responsibility.

The Clerk advised Members that she had carried out a lot of research within the Parish Council archives and showed Members a photograph which had depicted the willow tree and a clearly drawn line (with hand written comments) showing where the footpath would be. This had been annotated by Cllr Collins when he was Chairman of the Parish Council's Open Spaces Committee. The Clerk informed Members that she had also spoken to the Chairman of North Weald Village Hall at that time who had confirmed that it was his

understanding that a 'gentleman's agreement' had taken place to agree the positioning of the pathway.

Following lengthy discussion, Members **AGREED** that the path would be removed, due to Health and Safety issues, as soon as possible. If a Working Group is established in the future, then Members of the Parish Council would be able to make a request for funding for a path at the precept meeting for 2016/17.

As no agreement has been able to be reached with regard to a Working Party, it was imperative to correct the concerns regarding the Health & Safety of the pathway, and therefore the pathway was removed and the grass area made good.

Following this meeting the Clerk made an appointment with Simon Hill, Epping Forest District Council's Deputy Monitoring Officer, and discussed a number of issues. A copy of his recommendations are attached in his email to her at **Appendix 7**. The email is self explanatory and Members are now asked if they **WISH** to move further forward.

11. STREET LIGHTS

A verbal Report will be given

12. TREES ON COUNCIL OWNED LAND – RISK ASSESSMENT

A Risk Assessment Document is currently being drawn up. A verbal report will be given.

13. ANNUAL ALLOTMENT COMMITTEE MEETING

This was held at the Parish Hall Thornwood Common on Sunday 22nd March 2015 at 10 am, Cllr Mulliner to give a verbal Report.

14. PARISH COUNCIL CITIZEN OF THE YEAR

This was held at the Parish Hall, Thornwood Common on Monday 23rd March the winners were: as detailed on the attached Schedule as detailed on **Appendix 8**.

15. ANNUAL PARISH ASSEMBLY

This was held at the Parish Hall, Thornwood Common on Monday 23rd March, there were 39 Members of the Public in attendance, Reports were given by 4 District Councillors, and 1 County Councillor.

16. QUEENS HALL CHARITY

Following the resignation of Cllr Terry Blanks, 4 of the remaining 7 Parish Council appointed trustees also resigned due to fiduciary concerns, they are (Sheila Jackman, MBE, Cllr Alan Buckley, Cllr Cyril Hawkins, Susan De Luca). Members will recall that at the last Parish Council Meeting the Clerk was asked to write to the Charity Commission to voice the Parish Councils concerns and to ask a number of questions, this action has been carried out and a response is awaited.

17. REMEMBRANCE SUNDAY


In preparation for this year's Remembrance Sunday Events, the Parish Council has contacted the North Weald Village Hall to enquire whether or not the Hall will be available free of charge again this year on Sunday 8th November. It is understood that this matter will be put to the Village Hall Committee for discussion at their AGM. Therefore the Clerk has contacted the Booking Secretary at the Parish Hall Thornwood and asked that she holds this date just in case. However it should be noted that there has been some concern with the electrics and Mrs Walker, the caterer, has also advised of this concern as the power has

gone off a number of times when all the appliances are switched on at the same time, especially in the cold months, therefore the Clerk has asked that the electricians are looked at by a local Electrical Contractor. Obviously this is of concern for people who book parties and weddings at the hall also.


18. THORNWOOD FESTIVAL – USE OF HALL & FIELD

As Members are aware Thornwood Festival hold their annual festival each year in June, this is a Charity event with the money raised going to St Clares Hospice (last year the festival also gave the Parish Hall £200 towards the Car Park fund raising fund). This year the event is being held on Sunday 28th June. Members are asked to give their approval for the use of the field and hall for the event.

19. LETTER FROM NORTH WEALD MUMS REGARDING VANDALISM ON THE NEW PLAYGROUND AT WEALD COMMON & CCTV

 The Clerk has received a letter from North Weald Mums which is attached at **Appendix 9**, and which is self explanatory. It details the concern at the vandalism on the newly installed play area and the consideration of installing CCTV. Most CCTV needs an Electricity Source to operate, however I understand that there may be some which operate off of Solar Power, but still needs somewhere to send the recording to (therefore still needs an Electricity source at some point). The nearest Electricity source is the Village Hall, it is understood that there has been some talks with the Village Hall, but these have not been particularly amenable between the North Weald Mums and the Village Hall. As Members are aware the Parish Council does not have access to any electricity source on Weald Common. Members are therefore asked to **CONSIDER** the contents of the letter and the request and to look at how we could move forward in this matter. The Parish Council does have a representative on the Village Hall – Cllr Nigel Bedford – who may be able to assist with negotiations between the two parties.

20. LETTER REGARDING VE DAY 70TH ANNIVERSARY CELEBRATIONS

 Members attention is drawn to the enclosed letter and documentation from DCLG – Eric Pickles Office at **Appendix 10** in relation to VE Day Celebrations, which are self explanatory. Members are asked to **CONSIDER** if they wish to undertake any events.

21. NORTH WEALD AIRFIELD


Members are advised that the District Council is currently looking to appoint an Operational Manager for the Airfield and that marketing for this will commence shortly. The District Council will pay a fee to the operator to achieve targets and incentives and the Council will receive income from the business generated. The promotional brochure is currently being prepared by Savills. Once the brochure has been approved by the District Council, a copy will be sent to the Parish Council.

The District Council wish to increase flying in line with aviation and mixed use of the airfield, also the CAA no longer require to license the Airfield for private pilot training which could take place at North Weald with fixed wing aircraft.


22. S.106 MONIES LEGAL AGREEMENT– BRENT HOUSE FARM

Members are advised that the second part of the £50,000 S106 Monies is still awaited, however meetings have been continuing to be held with the Village Hall Committee who are responsible for building works. A spread sheet of works necessary has now been received and also copies of tenders. The committee has decided that they do not require a Chartered Surveyor to manage the works and they will let the appointed builder manage the works.


**23. COMMUNITY DAY – NORTH WEALD AIRFIELD – SUNDAY 12TH JULY
'SALUTE TO THE FEW' **

 Members are advised that EFDC are organising a Community Day as detailed above and as shown on the enclosed Poster as attached at **Appendix 11** . Last year due to lack of staff and Councillors being available to 'man' a Parish Council stall, there was not a Parish Council presence at this event, Members are asked therefore if they wish to be placed on a Rota to help at this event.

24. MEDIA COVERAGE – UPDATE

 Members are advised that following the appointment of a Press Officer we have received the following coverage in the local press, as attached at **Appendix 12**.

25. DOG BIN AT ST ANDREWS SCHOOL 

 The Clerk has received a letter from the new Headmistress at St Andrews School which is self explanatory, and which is in essence asking whether the Parish Council would take over the payment of the cost of emptying the dog bin at St Andrews School. I attach both the original letter from the school in 2009 and the new request letter, at **Appendix 13**. The financial implication of emptying the bin annually is £141. Members are asked to **CONSIDER** this request.

26. 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