



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

2nd April 2014

TO: ALL COUNCILLORS

You are hereby summoned to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 7th April**, 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 following Meetings

- Parish Council Meeting held on 3rd March 2014
- Thornwood Common Village Hall & Playing Field Management Committee held on 6th February & 6th March 2014
- Environmental Committee held on 17th March 2014
- Personnel Committee held on the 21st March 2014 together with ratifying any recommendations therein as attached at *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. STREET PARTY ENQUIRY

The Parish Council has received an enquiry from Kieran Thompson (414 Epping and North Weald Air Cadets) to address the Parish Council regarding ideas to hold a Street Party in commemoration of WWI. Two representatives will be in attendance at **7.15pm (prior to the meeting)** to advise Members of their plans for the event – see **Appendix 2**.

7. 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 3**.

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

8. TOUR DE FRANCE

A meeting was recently held with EFDC Officer Peter Charman who has responsibility for the Tour De France when it visits Epping Forest.

Following the meeting with Peter Charman it has been noted that much of North Weald Village be ‘landlocked’ from 7.30am to 7.30pm – this will mean that the Clerk and Finance and Administrative Officer will have difficulty in getting into the area that day. Concern has also been expressed both by Essex County Council Library Services and the Parish Council Staff at the number of people who may simply use the Library for the facilities that it offers. Therefore the Parish Council Staff are willing to take Annual Leave on that day in order that the Library and the Parish Office can remain closed.

Councillors / Officers will speak on the following:


- Cllr Godwin Brown – Decorated property competition?
- Cllr Collins suggestions for the day”
- Notes from Tour de France Meeting at Parish Office (Adriana, George, Peter Charman and Sarah)
- Clerk – Decorated Roundabout at the Talbot

A further suggestion has now been received that Councillors may wish to place the Parish Council Gazebo on the green on land at the front of York Road and High Road North Weald. The Chairman has advised that this would need to be ‘manned’ by a group of Councillors for the duration of the event – and also a decision would need to be taken as to what format the display/event would take. Members are now asked how they wish to move forward in this matter.


9. ASSESSMENT OF POTENTIAL DEVELOPMENT LAND – CALL FOR SITES

A letter and form has been received from Epping Forest District Council repeating its Call For Sites exercise. A copy of the letter and the form is reproduced at **Appendix 4** for Members perusal. Members are asked how they wish to move forward in this matter.

10. 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 5: 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
- e) Councillors Reports
- f) Environmental Issues – to include Allotment Issues – Cllr Mulliner to Report
- g) Neighbourhood Action Panel Minutes – If these are available
- h)  County Councillors Reports – If available

11. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of cheques which were signed up to 31st March 2014 and **NOTE** the summary of income received and the account balances at the end of the month. **(to be tabled)**

b) NOTICE OF ANNUAL AUDIT FOR THE YEAR ENDING 31 MARCH 2014

Return to be completed by 9 June 2014.

c) CEMETERY FEES

The Parish Council is **REQUIRED** to review cemetery fees on an annual basis. Members of the Environmental Committee **AGREED** to increase the fees overall by 10%. Members are asked to **RATIFY** the fees as per the attached schedule at **Appendix 6**.

d) ALLOTMENT FEES

The Parish Council is **REQUIRED** to review allotment fees on an annual basis. A period of 12 months notice is required to be given to tenants. Members of the Environmental Committee **AGREED** to increase the fees by 10% for 2015/16 as detailed on **Appendix 7**. Members are asked to **RATIFY** this decision.

e) HALL HIRE FEES

The Parish Council is **REQUIRED** to review hire fees for Thornwood Common Village Hall on an annual basis. Members of the Thornwood Common Village Hall Management Committee **AGREED** to increase the fees overall by £1.00. Members are asked to **RATIFY** the fees as per the attached schedule at **Appendix 8**.

f) THORNWOOD COMMON VILLAGE HALL – CANCELLATION FEE FOR BOOKINGS

There have been a number of occasions recently whereby hall bookings have been cancelled, with hirers giving only a couple of days notice. Bearing in mind the amount of work the Booking Secretary undertakes and the loss of income to the hall, Members of the Thornwood Common Village Hall Management Committee have **AGREED** that a cancellation fee be introduced. They have **RECOMMENDED** that if less than two weeks notice of cancellation is given, the whole hire fee should be forfeited. Members are asked to **RATIFY** this decision

g) THORNWOOD VILLAGE FESTIVAL

Thornwood Village Festival will be taking place on Sunday, 29 June 2014 and the Festival Committee has formally requested use of the field and Village Hall for this annual event. As the monies raised are given to Charity, the Parish Council usually provides the hall and field free of charge. Members are asked to **CONFIRM** if they wish to continue to do so and support this event this year.

12. ONGAR PARK ESTATE – THE REDOUBT

The Clerk has received an email from Peer Group regarding the security of the Redoubt. Copies of email correspondence are attached at **Appendix 9**. Members are reminded that the Redoubt is situated on private land and as such the cost of the security of the redoubt should fall to the owners. However Members are now asked how they wish to move forward in this matter.

13. UPDATE ON DATA PROTECTION

The Office staff have been in contact with the Information Commissioners Office (ICO), and the Parish Council are now registered as a data handler and have paid the £35.00 fee accordingly. This is an annual fee which will need to be paid. A request has also been made for the ICO to conduct an 'Advisory Visit' to the Parish Council to review the current practices in terms of data handling and storage, however the response received advised that a special workshop was being run by the Hertfordshire Association of Town and Parish Council to address this issue suggesting the Parish Council attends. The Office staff are unable to attend this event, and have contacted the ICO to request details of alternative dates, or if none are available, to continue with the request for an 'Advisory Visit'.

14. ANNUAL PARISH ASSEMBLY

Members are reminded that the Annual Parish Assembly will be held on Monday 14th April at Thornwood Common Village Hall commencing at 7.00pm.

15. 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

