



29th March 2016

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### TO ALL COUNCILLORS

You are hereby summoned to attend **A Meeting** of the **Parish Council** which will be held on **Monday, 4<sup>th</sup> April 2016**, 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*

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### 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 7<sup>th</sup> March 2016

And **NOTE**

The Minutes of the Parish Hall at Thornwood Common Meeting.

**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. 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

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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

f) Garden at the Parade of Shops – Cllr Buckley

## 8. FINANCIAL REPORTS 🖐️

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31<sup>st</sup> March 2016 and **NOTE** the account balances at the end of the month. **(to be tabled)**

b) 📄 To **APPROVE** the Increase In Fees for the Year 2016 – 2017 for the Parish Hall Thornwood Common – Members are asked to Approve the increase of £1.00 per hour 'across the board' in the hire fees for the Parish Hall at Thornwood Common. – As shown on **Appendix 3**

This item is placed on the Agenda due to it being in the Terms of Reference of the Management Committee

### **Extract from Parish Hall at Thornwood Common Terms of Reference - Roles and Responsibilities**

This Management Committee will undertake the management of the operational use and policies relating to the Parish Hall at Thornwood and Playing Field. The Council delegates to this Committee the authority to make decisions on the day to day operation and management of the Parish Hall and Playing Field. The following issues **MUST** be referred to a meeting of the Parish Council for determination:

- a) Setting of the budget allocation for both expenditure and income
- b) Any item that involves any structural alteration to the facilities listed above
- c) Any decision that may impact on the current or future asset value of the facilities listed above.
- d) Any dispute between organisations, clubs or individuals and the Committee.

c) **Internal Audit**

Members are asked to **NOTE** that the Internal Auditor will be in attendance at the Parish Council Office on Wednesday 11<sup>th</sup> May.

### 9. PARISH HALL AT THORNWOOD COMMON – USE OF BOUNCY CASTLES

Following the recent tragic accident involving a bouncy castle, the Clerk is currently investigating whether or not the Parish Councils insurance company wishes this Council to take any further measures to ensure the safety in the use of Bouncy Castles at events either at the Parish Hall or on the field at Thornwood Common.

### 10. NEIGHBOURHOOD AREA PLAN

A verbal Report will be given on the status of the Neighbourhood Plan and the number of residents, and people interested in signing up.

### 11. 100 YEARS OF NORTH WEALD AIRFIELD

a) **Airfield Event** As Members agreed at the last Meeting, the Parish Council would not go ahead with the Marquee as local organisations had not showed enough interest in taking part. Therefore the Clerk had advised Darren Goodey- Airfield Manager of this and had advised him of the contact details of the organisations who had expressed their interest.

b) **Presentation by Cllr Tyler** – Councillor Tyler will give Members a short presentation of ideas that have been put forward regarding the Airfield Centenary Event.

### 12. CIVIC SERVICE

Father Rodley, Vicar of St Andrews Church has contacted the Parish Council and advised that he is looking to hold a specific service in the Church to Celebrate the life and work of the Community and the Parish Council. The time and date to be confirmed after discussion and agreement by the Parish Council. Members are now asked to **CONSIDER** this request.

### 13. PARISH COUNCIL CITIZEN OF THE YEAR AWARDS

Members are **ADVISED** that

the Sub Committee are pleased to announce that the winners of the Annual Citizen of the Year Awards are as follows.

Retiring postmaster **Roy Sudra** received the Citizen of the Year award. Mr Sudra is about to retire after 25-plus years' service to the local community. His nomination described him as "highly regarded, extremely knowledgeable, polite and courteous - who will be missed by all".

The Individual Award for Voluntary Services to the Community was jointly awarded to Thornwood Seniors Association secretary Iris Smith and Lisa Harman, Allotment Warden for the Wheelers Farm Gardens and Queens Road sites in North Weald.

The Group Award was jointly awarded to **Hastingwood Village Hall Committee** secretary Jacky Kelly, bookings secretary Lynn Austin and treasurer Jackie Blaney for their involvement with the refurbishment and building the extension to the hall and to the **Parish Hall at Thornwood Common Management Committee** which has been active over last year raising money to ensure that the hall goes some way towards being self-funding. Events such as quiz nights, Sunday ploughman's lunches and a carol service have been held.

## 14. CCTV

### a) CCTV at the Parade of Shops

A verbal update will be given by Cllr Alan Buckley.

## 15. WEALD COMMON

The Chairman met recently, informally with Nick Dorras and will give Members a brief update on this meeting. The Clerk will give an update on any other relevant matters.

## 16. HIGHWAYS

Members will recall that a letter was written in January to Cllr Johnson regarding concerns surrounding various Highway Issues. As no response had been forthcoming. The Clerk tried to hand deliver a further communication at the Larger Local Council Forum to Councillor Bass, however Councillor Bass left the event before she could get this to him, however Angie Balcombe the Parish Council Co-ordinator at Essex County Council advised that she would delivered this on the Councils behalf. No response has been received from either communication at the current time. Members are now asked how they wish the Clerk to move forward in this matter;

## 17. QUEENS 90<sup>TH</sup> BIRTHDAY

Clean for the Queen - to receive an update from Cllr Tyler on the Clean for the Queen Initiative.

## 18. 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