



North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

29th March 2017

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday, 3rd April 2017**, 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. To CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record:

- the Minutes of the Meeting of the Parish Council held on Monday 6th March 2017 and to **NOTE**:
- the Minutes of the Parish Hall at Thornwood Common held on 9th March 2017
- the Minutes of the Allotment Committee Meeting held on 19th March 2017

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.

*If it is a Pecuniary Interest, the Member with the Interest **MUST** leave the Room for the duration of the Discussion.*

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 **NOTE** The Clerks Report for this month, as attached at **Appendix 2**.

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 at **Appendix 3 if they have been submitted by Members for inclusion**

MEMBERS REPORTS

- 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 - County Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- e) Cllr Mulliner – Environmental Matters
- f) Councillors Reports


8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 31st March 2017 and **NOTE** the account balances at the end of the month. **(to be tabled)**

- b) Internal Audit – To **NOTE** that the Internal Auditor will be in attendance at the Parish Council Office on the 9th June.

9. RECISION OF DECISION – NEIGHBOURHOOD PLAN

 ***In Accordance with Standing Order 15.1 Three Signatures from Councillors have been received to place this item on the Agenda.***

Members will recall that at the last meeting the Clerk placed an item on the Agenda regarding the Neighbourhood Plan Steering Group. As a result of this item, a number of Members of the Steering Group attended the Meeting and voiced their concerns that the Clerk had exceeded her remit within her role as Clerk of the Council, and not acted in accordance with the relevant procedures of the Council. This point was also questioned by a Councillor. Following discussion on both this, and the future of the Neighbourhood Plan, Members agreed that the way forward was to hold a mediation meeting between the Parish Council and Neighbourhood Plan Steering Group (which Cllr Stallan agreed to Chair) and that if issues can be resolved, then the Neighbourhood Plan should progress forward with Option 3 - *Ask the Steering Group to Provide a Written Report to the Parish Council Clearly Setting Out Their Project Plan & Timeline So This Can Be Approved By the Parish Council.*

Following this meeting, the Clerk had serious concerns that it had been implied she had acted outside of her remit as Clerk, she felt it important to seek clarification from the Essex Association of Local Councils (EALC) and the Councils Internal Auditor that she had indeed acted appropriately and according to her position as the Proper Officer of the Council. The Clerk received confirmation from both parties that she had not exceeded her position. In addition to this, the Clerk also received recommendations from Joy Darby, the Chief Executive of EALC (and representation the National

Association of Local Councils), which were also supported by the Internal Auditor. The Clerk therefore acted upon those recommendations as follows:

- *Contacted Rural Community Council of Essex (RCCE)*
- *Arranged a meeting with RCCE*
- *Distributed the notes of the meeting with RCCE to three Councillors – Cllrs Hawkins, Buckley & Stallan*
- *The three Councillors noted the notes and agreed with the potential proposals to go out to Neighbourhood Plan Steering Group, past and present, for comment before they were possible considered further by the Parish Council*
- *The date for a meeting – 20th April - was advised*
- *By the morning of Tuesday 21st March, the Clerk had received three responses on the notes / potential proposals - 1 via email. and 2 via Steering Group Members coming into the office.*
- *Later on Tuesday 21st March, the Clerk sent a chaser email and then received a number responses (1 person advised they had been awaiting for the Clerk to make certain responses to an earlier email) . The Clerk advised all Steering Group Members of the date for the proposed meeting which the Clerk proposed to include an item within the agenda for mediation*
- *The signatures were obtained so that this item could be placed on the Parish Council Agenda for discussion by Members, with a view to agreement for a formal proposal.*
- *Meeting to be held on the 20th April – the following to be invited: Neighbourhood Plan Steering Group Members, Cllr Dave Stallan, Sarah Sapsford Community Engagement Manager Rural Community Council of Essex, three Parish Councillors – Suggested: Cllrs Blanks, Tyler & Clegg*

☰ This item has generated a significant amount of documentation and correspondence, and copies of the documentation to EALC, Internal Auditor and some recent emails from the Neighbourhood Plan Steering Group and from the Clerk are attached at **Appendix 4**. Other documentation is available in the Parish Office for Members perusal, and will also be available at the meeting.

Members are now asked to **CONSIDER** if the recommended format suggested by Sarah Sapsford (RCCE) for the Neighbourhood Plan process going forward is the right way for this Parish Council to proceed, taking into account that a number of Councillors and Steering Group members have indicated their initial support for this proposal. Should Councillors decide the format is appropriate, Council would be required to establish a Committee of the Council, setting out a clear Terms of Reference for this committee.


10. FIRST REGISTRATIONS OF LAND

The Parish Councils Solicitors are continuing with their registration. Documentation from Essex County Council Records Office has now been submitted to the solicitors regarding three sites. An appointment has been made to receive an update from Gerry Smith.

11. QUEENS ROAD ALLOTMENTS

☰ Clean Up works to the Allotments on Queens Road where the sewerage leak occurred has commenced and is expected to be completed by the end of March. Claim Forms have been received for completion by the Parish Council and by Tenants who have incurred losses. Confirmation has been sought from Thames Water as to when it is safe for tenants to go back on their plots. The most recent update is included for Members information at **Appendix 5**.

12. CEMETERY – VISIT BY ENVIRONMENTAL SUB COMMITTEE REGARDING ITEMS AND ADORNMENTS ON PLOTS 

 Members will recall this item was on the last Agenda, in the matter of placing of plastic flowers, ornaments, etc., on graves. Tim Morris at the Institute of Cemetery and Crematorium Management, ICCM, has now replied as per the attached email received on the 24th march, attached **at Appendix 6**. It will be up to the Parish Council to create a survey and then subsequent sample letters. Councillors area asked to **CONSIDER** how they wish to progress this matter.

13. TREE RISK ASSESSMENT

Members are advised that the Trees Risk assessment will be carried out on Thursday 27th April by Paul Wood Associates.

14. BOUNCY CASTLES 

Last year the Parish Council made a decision not to allow Bouncy Castles on any Parish Council owned land or in their buildings until such time as the report on the fatality involving the child and the bouncy castle in Harlow had been published. At the current time we are unable to find any record of a published document. We have received a number of requests for Bouncy Castles to be used in the Parish Hall or on land attached to it, and Members are now asked if they wish to **RECONSIDER** this matter.

15. THORNWOOD FESTIVAL 

Members are advised that this year's Festival will be held on Sunday 25th June, therefore it will be necessary to close the field for 2 days, 24th and 25th June, Members are asked if the Hall can be given for free as in previous years. If so Members are asked to formally **APPROVE** this request. The relevant documentation, ie insurance has been received.


16. HASTINGWOOD VILLAGE HALL NOTICEBOARDS 

The Parish Council has received a request from the Hastingwood Village Hall Committee to use the Parish Council Noticeboards in Hastingwood to place Notices on, due to the fact that their boards have been destroyed by vehicles. They are looking to purchase new ones but they do not have the funds at the current time.

17. DELEGATED POWER TO CLERK 

At the 19th March 2017 Planning Committee meeting, Councillors **AGREED** that the Clerk should be given the Delegated Power to arrange for meetings with any individual or company wanting to meet with the Parish Council to present a development proposal. Any such meeting should be arranged 15 minutes prior to the next available planning committee meeting. As this is a delegated power to the Clerk, this need to be formally **AGREED** at a full Parish Council meeting.

18. EVENT IN THE NORTH WEALD VILLAGE HALL – PLACING OF AN A-BOARD ADVERTISING THE EVENT 

 The Clerk has received a request regarding the placing of an A Board – Advertising a Charity Event in the Village Hall – a copy of the documentation is enclosed for Members perusal and is self explanatory, Members are therefore asked to **CONSIDER** this matter.

19. 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