



# North Weald Bassett

## PARISH COUNCIL

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Clerk to the Council

Susan De Luca

27<sup>th</sup> March 2019

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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 1<sup>st</sup> April 2019**, in 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 Meeting of the Parish Council held on 4<sup>th</sup> March 2019 as attached at  
The Minutes of the Meeting of the Minutes of the Parish Council Environmental Committee  
Held on the 27<sup>th</sup> February 2019

To **NOTE** the Minutes of the Parish Hall at Thornwood Meeting held on the 7<sup>th</sup> March 2019 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

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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. **To be Tabled.**

**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

 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 2: 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 – If Available

e) Parish Councillors Reports

f) Queens Hall Charity – Verbal Report

## 8. LOCAL PLAN

a) Dates of Hearings

The Parish Council will be in attendance on the following two days together with the Parish Council's Barrister Rob Jameson

- Day 12 – 15<sup>th</sup> May 2019 – Matter 15: Places – Issue 2, Policy P6 & Policy P11
- Day 15 – 23<sup>rd</sup> May 2019 – Matter 14: Infrastructure and Delivery

## 9. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

*This will not be available until next month as the Principal Financial Officer is currently on Annual Leave.*

b) **GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM**

Good progress has been made in beginning to sort out items which are in the filing room at the back of the office (as per GDPR) The Container is expected to arrive at the end of the week 28<sup>th</sup> March 2019, and a start will be made on the main archives in June / July.

c) **INTERNAL AUDIT**

A provisional date for the Internal Auditor has been set for the 24<sup>th</sup> May, this date will be confirmed at the next meeting.

**10. REQUEST TO USE THORNWOOD FIELD FOR FOOTBALL BY EPPING YOUTH** 

Following on from the last meeting, when a Member of the public made a request for the Thornwood Field to be used for the playing of Football matches from September 2019 to May 2020. A letter is attached to this Agenda at *Appendix 3* giving full details of this request including details of where the young people who would be playing football live. Members should be advised that the Thornwood Field does fall under the remit of the Parish Council, however it should be noted that Members of the Parish Hall at Thornwood Committee were concerned at the problems that could be associated with the use of the Car Park. Members are therefore asked how they wish to move forward in this matter.

**11. POLICIES & PROCEDURES, STANDING REGULATIONS & FINANCIAL REGULATIONS** 

Members are reminded that it was agreed these would be readopted annually. At the last Meeting the Clerk agreed to recirculate these for Members and these are again included in your pack, the only two amendments are on the Councils Standing Orders and these are highlighted in yellow. Council are asked to formally *APPROVE* and *ADOPT* these for the forthcoming year.

**12. ECC LIBRARY** 

Members of the Parish Council Library Working Group met on the 18<sup>th</sup> March where the following was *AGREED*:

- To Contact ECC Susan Barker via ECC Anthony Jackson and ask that a Meeting be arranged
- A Petition be drawn up to present to Essex County Council and that Staff attempt to get as many signatures as possible and the Petition then be presented to ECC
- To continue to see Volunteers to run a Community Library

Members are asked to *RATIFY* the decisions of the Working Group.

**13. SKY GUARD LONE WORKING DEVICES** 

Members have previously been advised that following a serious incident within the office and also the fact that staff are, on occasion out on site, working alone. It may now be necessary to look at something like the Sky Guard Lone Working Devices to ensure the safety of staff. A verbal report will be given at the meeting. If Members feel that these are appropriate further investigation will be made by the Clerk.

**14. NORTH WEALD DOCTORS SURGERY**

The Clerk has received an email from the Manager of the Limes, stating that there will be a 'soft opening' of the Doctors Surgery in North Weald during the week commencing 15<sup>th</sup> April 2019.

**15. PLAY AREAS UPDATING** 

As Members are aware we have received £11,000 from the Essex County Council CIF Fund for re-vamping the play areas at Memorial Playing Field and at Thornwood. Members are asked to *CONFIRM* that the Council is willing to *ALLOCATE* matched funding from the Brent House Farm S.106 Fund. It should also be remembered that there is at least £1000 to come from Tesco 'Bags of Help' Grant Fund which is to be allocated to the play area equipment at Memorial Playing Field.

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**16. PORTACABIN CONTAINER FOR STORAGE AT THORNWOOD** 

At the October 2018 Meeting, Members Agreed to allocate £8000 from the Brent House Farm S.106 Fund for the new Portacabin Storage Container (to replace the temporary garages at Thornwood at the rear of the Hall). Notices were placed on the garages and notifications were sent to the groups asking them to remove items belonging to them, however at the time of dismantling there were still many items left in the garages. Therefore it was necessary to get a skip to remove all the unwanted items .

After inspection ONE of the two garages was found to be sound, fully functional and watertight and therefore we were able to keep one of them. We are now able to keep the Chairs for Remembrance Sunday the Collapsible Outside Tables and the Spare Hall Chairs in this Garage. Therefore freeing up storage space in the Hall Extension.

It has been essential to also to carry out ground works to level the site so that that Portacabin Storage fits neatly and safely on the site.

The Portacabin itself, has incurred additional charges in the ‘fitting out’, electrics and the delivery to site. Details of the additional costs will be advised to Members at the meeting, however there are some additional funds which could be transferred by way of ‘virements’ from other areas.

Members are asked to **AGREE** an addition £2500 to cover these additional unforeseen charges.

**17. WALL AT THE FRONT OF SHOPS, HIGH ROAD NORTH WEALD**

Members are advised that following a visit from EFDC Building Control on Friday regarding a complaint from a local resident. The Parish Council has removed the small area of wall that it had built to make the area in front of the shops look a nicer place and to fit in with the garden. This wall had been knocked over previously by vehicles and the owner of the wall, has not, in the past removed the bricks or rebuilt the structure. In 2017 the Parish Council took the matter in hand to make the area look better and also to ensure that no bricks were left hanging around that could be used for vandalism purposes. However the wall continues to be hit by vehicles, and the Parish Council continues to be criticised for its efforts. Therefore the best way forward is to carry out no further work to this area of wall. This means that the Parish Council will now no longer have any responsibility for that area of wall or for removing any bricks . The responsibility will revert back to the owner. The Clerk will advise the owner of the action that it has taken.

**18. PARISH HALL AT THORNWOOD** 

Following the new front doors which have been installed at Thornwood it had been agreed at the Parish Hall that the name of the Hall should be installed above the doors at the front of the Hall. Members are asked to **CONSIDER**, at the request of the Hall Management Committee to change the name of the hall back to that what it has always been known as ‘Thornwood Village Hall. A verbal Report will be given by the Clerk and Thornwood Ward Councillors as to what instigated the change of name to the ‘Parish Hall at Thornwood’.

**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 are currently **NO** confidential items to be considered