



North Weald Bassett

PARISH COUNCIL

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6YZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

Web Site: www.northweald-pc.gov.uk

Clerk to the Council

Susan De Luca

29th November 2017

TO: ALL COUNCILLORS

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 4th December 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. CO-OPTION OF COUNCILLOR 🖐

To Receive Any Nominations For Co-Option for Councillor for the Thornwood Common Ward. If more than one nomination is received, then Councillors will be asked to vote on the nominations. At the date of compiling the Agenda, no Nominations have been received.

2. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES 🖐

To **NOTE** any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES 🖐

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

- the Minutes of the Meeting of the Parish Council held on 6th November 2017

To **NOTE**,

The Minutes of the Queens Hall Charity – held on the 17th October 2017

The Minutes of The Parish Hall at Thornwood Common – held on 2nd November 2017

All as attached at **Appendix 1**.

5. 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

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with an agreed procedure, the time allocate

ed for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

7. 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 shown on **Appendix 2**.

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

8. 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

e) Parish Councillors Reports

f) Neighbourhood Plan & Local Plan – Update

9. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 30th November 2017 and **NOTE** the account balances at the end of the month (**to be tabled**)

b) Internal Audit

Members are advised that Stuart Pollard – The Council's Internal Auditor was in attendance on Wednesday 29th November to carry out the Council's Interim Audit.

10. LIMES MEDICAL CENTRE

Following the item at the last meeting the Clerk was asked to write to the respondent at the Limes Medical Centre, Member are asked to **NOTE** that a representative will attend this meeting to go through the response from the Limes Medical Centre regarding what is happening with regard to the closure of the Surgery at Wheelers Farms Gardens, and as to when it is going to re-open.

The following comments and questions have been put to the surgery:

- **An objection by Cllr Mrs S Jackman, MBE has been made to the response given by the surgery stating it was inadequate and quite pathetic, and that she didn't believe the surgery had no idea as to how long the works would take. She also suggested that the Clerk contact**

The Limes stating that the residents of North Weald want the surgery back up and running as soon as possible.

- *Cllr Tyler stated that it was his understanding that the surgery was closed because of the level of objection by local residents to the parking problems in this area, and that he supported Cllr Mrs Jackman as this was a service needed by local residents. Parking was never really an issue, however since the surgery opened full time, parking had become a problem.*
- *Cllr Bedford suggested the Clerk should ask for information in terms of timings, stating that the Parish Council was not happy with the response asking for a breakdown on what works are being carried out, the timescale, what contractor has been appointed, and a contact for the NHS Trust.*
- *Cllr Mrs Godwin-Brown stated that in the response received they were blaming NHS England, and the Clerk should suggest that the Limes should put pressure on NHS England and ask the reason why.*
- *the Council were very concerned at the length of time it is taking to complete the works, and ask for an update on how long works were expected before the surgery would reopen.*
- *Cllr Stallan also suggested that the Parish Council invite the representative who wrote the letter to attend a future Parish Council meeting to answer members concerns.*

11. REMEMBRANCE SUNDAY EVENTS

A verbal report on the Events will be given at the Meeting.

12. WREATHS

The Parish Council has been approached by Arthur Moreton with regard to the Wreaths which have been laid at Norwegian Memorial, and at the Debt of Honour. Concern has been expressed by Mr Moreton that the Wreaths which are normally securely fastened, throughout the year to the Debt of Honour, which is at the rear of the Norwegian Memorial, will not be carried out this year. Mr Moreton and some of his associates from RAFA, have secured the Wreaths, temporarily with wire. Attached are some photos for Members perusal at Appendix 4. Members are asked to **CONSIDER** if they are willing to take any future action in this matter.

13. DEFIBRILATOR

Following the deployment of the Defibrillator at Thornwood two weeks ago it has been necessary to **REVIEW** the reporting system. It was understood that the WEBNOS Reporting System would alert the Parish Council that the Defibrillator had been removed from its setting, even though on this occasion it had not been deployed. Staff at the Parish Council contacted WEBMOS as we were advised of its deployment by the Cllr Blanks. We have been told that “in an ideal world the owners of the Defibrillator would be told if it is taken from its cabinet and used or not used, whatever the case, however in reality this is not actually the case in the current circumstances due to staff shortages at the Ambulance / NHS Service.”

When the Defibrillator has been deployed (but not necessarily used) it is out of Service, until it is recommissioned. By recommissioning this simply means the Cabinet & the Defibrillator has to be

checked that all is functioning correctly, and the WEBNOS System has to be advised. Until this time it is logged as Out of Action by the Ambulance Service. Therefore, if we are not advised that it has been used, or if it is stolen or vandalised, someone may be advised to go to the cabinet and access the defibrillator in an emergency and it may not be there or it could be Out of Action and we would not know. This could have serious consequences for both the patient and the Parish Council.

We need to ask ourselves therefore how often should we be doing the visual checks to see if the green light is flashing at the front of the cabinet. It looks as if seemingly a Daily visual check is necessary and if this is the case to agree that there would be financial implications.

The British Heart Foundation suggests that checking and maintenance of the defibrillator is the responsibility of the organisation who own it (the Parish Council) and owners are strongly recommended to follow the guidelines (specifically within section 13) of the document entitled "A Guide to Automated External Defibrillators" produced in conjunction with the Resuscitation Council (UK). A full copy can be found at <https://www.resus.org.uk/publications/a-guide-to-aeds/>

Section 13 states the following:

Users of an AED are not expected to carry out any maintenance tasks other than replacing expired batteries, electrode pads, and other consumable items (razor, airway adjuncts, plastic gloves). Even then, the shelf-life of these (unused) is usually 3 - 5 years, so any maintenance tasks are infrequent. In all cases the manufacturer's instructions should be followed. All currently available AEDs perform regular self-checks and if a problem is detected it will be indicated. In most cases they show this by a warning sign or light visible on the front of the machine. Those owning an AED should have a process in place for it to be checked regularly and frequently (ideally daily) for such a warning, and for appropriate action to be taken when necessary. If this task is delegated to individuals, allowance must be made to ensure that the checks are not neglected during absence on holidays, sick leave etc. Most manufacturers provide a replacement AED while one is removed for servicing, and the arrangements for this should be clarified and agreed during the process of buying the AED.

In addition:

- The local NHS ambulance service should be notified of the location of your new defibrillator once it is up and running.
- After each use, a maintenance check and new pads are needed.
- Signs should be erected at various locations to publicise the location of the unit and to encourage people to use it.
- The device must be stored (together with the defibrillator pads and the battery pack inserted) at a temperature of between 0°C~ 43°C(32°F~ 109°F) so it is ready to be used in an emergency.

Whilst we have adhered to the above Bullet Points Councillors are asked to REVIEW these responsibilities in view of the recent deployment and CONSIDER how to go forward to meeting the above responsibilities, and to agree a procedure to ensure these responsibilities are met in the installation of the second defibrillator.

14. VILLAGE CAROLS – ST ANDREWS CHURCH – 18TH DECEMBER

A request has been received from Fr Rodley for Councillors to attend Village Carols on the 18th December at 6.30pm. Members are asked to **CONSIDER** this request.

15. PRECEPT MEETING

The Budget & Precept Meeting has been scheduled for the – 18th December at 7.00pm - following the Planning Meeting which will be held at 6.30pm that evening.

Members are asked to advise the Clerk or the Financial Officer of any items that they wish to be included for consideration within the Budget. Please advise by **Friday the 8th December**.

16. QUEENS HALL COMMUNITY CENTRE

The Parish Council has received an Email from Cllr Brian Bartram, Chairman and Trustee of the Queens Hall Charity, the email is asking for support from the Parish Council in the request to the District Council in the Charity's application for grant funding. A copy of the email is attached at Appendix 5 for Members perusal.

17. EFDC CONSULTATION – REVIEW OF THE COUNCIL'S HOUSING ALLOCATION SCHEME

This item is brought forward from the last Meeting and Members are asked to bring their previous documentation with them to the meeting, together with any comments they have.

Members are reminded that EFDC are consulting on the above

You will see from the previously distributed letter & Report that the Council are Consulting on SIX Changes which are detailed on that letter. ***Members are asked if they wish to COMMENT.***

The date for comments are Tuesday 2nd January 2018.

18. NORTH WEALD BASSETT PARISH COUNCIL CEMETERY – OPENING OF MEADOW BROOK SECTION

As Agreed by the Environmental Committee Members are advised that the Formal Opening of Section Two of the Cemetery - Meadow Brook will be carried out on **Wednesday 10th January 2018**
at **12 noon** .

This will now be an formal opening, with invites to be sent to all those as detailed in the November Minutes. Details of the Reception will be sent out in the next week.

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