



North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

30th November 2016

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday, 5th December 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

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 Monday 7th November 2016 and to **NOTE**:

- the Minutes of the Environmental Meeting held on the 10th November 2016

- the Notes of Local Plan Discussion Meetings held on the 13th November & 28th November

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

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. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN RESPONSE 🙌

Following agreement at the 28th November Local Plan meeting, Members are asked to formally **AGREE** the response to the EFDC Draft Local Plan Consultation. A final copy of the draft response will be tabled at the meeting, however a draft copy with suggested alterations made at the 28th November meeting will be emailed to Councillors on Thursday 1st December. Councillors are asked to email the PFO with their comments or any suggested alterations **before Sunday 4th December**, so that a final draft response can be tabled at the meeting for approval.

7. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT


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

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 - Parish Council Update (at **Appendix 3**)
- e) Cllr Mulliner – Environmental Matters
- f) Councillors Reports


9. FINANCIAL REPORTS

- a) **List of Cheques & Monthly Statement of Accounts** -Due to the Local Plan this item will be held over to the Finance and General Purposes Meeting
- b) **Internal Auditor** – The Internal Auditor will be in attendance on the 16th December.
- c) **External Audit** - To note that the External Audit for 2015/2016 has been completed and returned unqualified. A copy of the notice of conclusion of audit was published in accordance with the required guidelines. There were two matters not affecting the opinion of the External Auditor that were drawn to the attention of the Parish Council, detailed of which be discussed at the meeting.


10. COMPLAINT FROM MR RAMSEY AND RESPONSE FROM CLLR NIGEL BEDFORD REGARDING THE DEBT OF HONOUR MEMORIAL

 A letter of complaint has been received following the commemorative events on Remembrance Sunday, a copy of which is attached at **Appendix 4** and which is self-explanatory. A full personal rebuttal has been given by Cllr Nigel Bedford, which is also attached, and further information will be provided to Members by Councillors and staff who were in attendance at the event on the day. Members will be asked to **CONSIDER** any action necessary.

11. THANK YOU LETTER FROM SUE KEANE – REMEMBRANCE SUNDAY

 A copy of a letter from Sue Keane – Inge Ovstedal's daughter, is attached at **Appendix 5**. Sue laid the wreath this year on behalf of the People of Norway and in the absence of the Royal Norwegian Defence Attaché.

12. CODE OF CONDUCT


 Correspondence has been received from Epping Forest District Council regarding Revisions to the Code of Conduct as attached at **Appendix 6**. These were agreed by the EFDC Joint Standards Committee, upon which Cllr Nigel Bedford sits as this Councils representative on that Committee.

Members are now asked to **AGREE** the change and to Resolve to Accept the Revised Code of Conduct at this meeting. A full copy of the code is also attached.

13. FIRST REGISTRATIONS OF LAND

The Clerk has received correspondence from Whiskers asking for various items that may be located within the Archive at Thornwood. The Clerk will attend with Kevin of TGM to try to locate as much information as possible to provide to the Solicitors.

14. MOTORBIKES USING MEMORIAL PLAYING FIELD

 Concern has been expressed by one of the Managers of a local football team regarding the fact that Motorbikes are using the Memorial Playing Fields and are disturbing the surface of the fields. Whilst the majority of the fields are owned and managed by the Queens Hall Charity there is a very tiny area that is still owned by the Parish Council. It is understood that Councillor Bartram has spoken to some of the Dog Walkers regarding this matter. A copy of the email from the complainant is attached for Members perusal at **Appendix 7**. The Chairman of the Council together with Members of the Environmental Sub Committee have visited the area to assess the situation. Members are now asked to **CONSIDER** if they wish to take any further action.

15. NAMING OF DEVELOPMENT ADJACENT TO QUEENS ROAD GARAGES

Members are advised that the response to Alan Hall's email from the Cabinet Office regarding the naming of the proposed new development off of Queens Road, North Weald, as Queen Elizabeth Close regrettably, has not been agreed. On this basis, the recommendation has gone forward to the District Councils Cabinet Committee that the development be named after this Councils second choice – "Elizabeth Close".

16. CHANGES TO DATES FOR MEETINGS IN JANUARY 2017

Due to the commitment in providing a timely response to the EFDC Local Plan, together with Staffing Resources, and the visit from the Internal Auditor, it is suggested that there be no Parish Council Meeting in January 2017. It is further suggested that the Finance and General Purposes Meeting be held on Monday 16th January with an Extraordinary Meeting on Monday 30th January 2017 to confirm the figures to be forwarded to EFDC for the precept demand for 2016/2017. Members are asked to **RESOLVE** to accept these suggestions.

17. CLOSURE OF THE PARISH COUNCIL OFFICE DURING CHRISTMAS AND NEW YEAR

The Parish Office will close at 1.15pm on Friday 23rd December 2016, and will re-open at 9.15am on Wednesday 4th January 2017. Please note the library service offered by the Parish Council during this time will not be available. The Clerk will be available for any emergencies during this time by contacting her on the following number 07572 507591 . A notice has been placed in Village Life. A message will be placed on the office answerphone and notices will be placed at the entrance and exit to the Library.

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