



28th November 2018

A Meeting of the **Parish Council** will be held on **Monday 3rd December 2018**, 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

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 5th November 2018, and to **NOTE** the minutes of the Parish Hall at Thornwood Committee meeting held on 8th November 2018, all 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. RESIGNATION OF COUNCILLOR CROSBY

Councillors are asked to formally **NOTE** the resignation of Cllr Mary Crosby from her position as Councillor for the Thornwood Ward. This leaves a vacancy for position of Councillor in this Ward. Notices of Vacancy have now been erected.

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 will 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**

8. 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) Queens Hall Charity
- g) Neighbourhood Plan Steering Group
- h) EFDC Local Plan

9. FINANCIAL REPORTS

a) List of Payments, Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 30th November 2018 and **NOTE** the account balances at the end of the month (*to be tabled, and if possible the Cheque list will be emailed to Councillors prior to the meeting if the relevant information has been received enabling this to be actioned in this manner*)

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

To receive an update if available.

c) INTERNAL AUDIT

To receive, if available, a report from Internal Auditor following the 2018/2019 Interim Internal Audit which was scheduled to take place Wednesday 28th November 2018.

10. LIBRARY CONSULTATION 29 NOVEMBER 2018 TO 20 FEBRUARY 2019

 Essex County Council (ECC) will shortly be consulting on its proposed new strategy for the provision of library services in Essex over the next five years, from 2019/20 to 2023/24, which could result in the closure of a number of local libraries, including North Weald. The proposed strategy is a draft document published for public consultation which will run from 29 November 2018 to 20 February 2019. A copy of the consultation documents are attached at **Appendix 3**. The draft strategy places current libraries into four tiers based on evidence of need. ECC propose that the future of the existing library network will be:

- **Tier 1:** main or 'hub' libraries, at least one per district/borough, managed by Essex County Council (ECC) as part of their statutory provision of a comprehensive network.
- **Tier 2:** library services in areas where there is a need for them, managed by ECC as part of their statutory provision of a comprehensive network and delivered in partnership with the community or other partner
- **Tier 3:** locations where no library service is needed in order to have a comprehensive and efficient network, but where ECC wishes to support the provision of library services run by a community or partner organisation with ECC support.
- **Tier 4:** locations where a library service is not required as part of a comprehensive service but where ECC will consider proposals for community libraries.

North Weald Library has been categorised as a Tier 4 location, meaning its future is under threat. As can be seen in table 2 on page 26 of the Draft Strategy, Tier 4 locations are classed as '*locations with low evidence of need, and a library service in these locations is not required as part of a comprehensive service.*' In addition, it is stated in this table that a Tier 4 library is '*not required as part of a comprehensive library service although it may be possible for a community library to be run in these settlements, if a suitable proposal from a community or partner organisation is received.*' A further update will be given at the meeting. Council are asked to **CONSIDER** its response to this consultation.

11. REMEMBRANCE SUNDAY EVENTS

To receive a brief update on the success of the events held on 11th November 2018.

12. ASSETS OF COMMUNITY VALUE

Members are asked to **NOTE** that the nomination of North Weald Library as an Asset of Community Value has been made to the District Council, and that a response has been received to confirm that the initial criteria has been met. This will now be formally considered by EFDC, who have 8 weeks to make the determination.

13. ESSEX HIGHWAYS 🖐️

a) Pilot Highways Devolution Scheme 🖐️

On 15th November, the Clerk attended a briefing on a pilot scheme being run by Essex Highways to devolve certain powers down to Parish and Town Councils. The pilot is for a 6-12 month period, and will provide those councils interested in taking part in the pilot with a sum of money to manage specific highway responsibilities throughout the Parish. The scope of works covered include:

1. Winter Maintenance Salt Bags Scheme (Snow clearance and Salting of Footways and Paths)
2. Minor Repairs to Footways and Off-Road Cycle ways
3. Highway Verge Cutting including Special Roadside Verges
4. Weed Control
5. Tree and Hedge Maintenance
6. Public Rights of Way (PRoW) Maintenance
7. Passenger Transport Infrastructure Maintenance (Bus Stop Flags and Shelters)
8. Repair and Maintenance of Road Sign

It should be noted that the scope does not extend to any works to main roads, such as potholes.

The sum of money provided to North Weald Bassett Parish Council for a 1 year period would be £4,600. Essex Highways are unable to provide a list of exactly what areas they are responsible for in the Parish, and state that the Parish Council could prioritise what works it chooses to complete. The stated reason for the devolution pilot is that ECC feel local communities may be able to complete

these works cheaper and more efficiently than ECC, and that local communities are able to prioritise the work according to the needs of residents. Following the pilot, consideration will be given by ECC to the full devolution of duties, however it is not anticipated that further funding will be provided to Parish Councils at this time. The Clerk will provide a verbal update at the meeting. Council are asked to **CONSIDER** if it wishes to be part of the Highways Devolution Pilot.

b) Highways Briefing to EALC

On 7th November, Cllr Mrs Jackman, Cllr Blanks and the Clerk attended a Highways Briefing held at EALC which included the following points:

- Highways Strategic Planning and its link to District and Parishes
- Network and Streetworks Management
- Flooding Management in Essex
- 'Green Claims' - help the service help you
- Local Highway Panel Update

Cllr Mrs Jackman, Cllr Blanks and the Clerk will provide a further update at the meeting.

14. BUDGET & PRECEPT MEETING

Members are reminded that the Budget and Precept Meeting will be held on Monday 17th December in the North Weald Library, following the Planning Meeting, and that there will also be a pre-budget and precept meeting on 13th December at 10am in the lounge at North Weald Village Hall. The purpose of the pre-budget meeting is to ensure all members have a full understanding of all the paperwork that has been produced, and will ensure that the Meeting on the 17th will be able to proceed and progress in a timely manner. Included as part of the Budget and Precept meeting will be a recommendation concerning changes to the staff salary structure following the recent profiling exercise conducted by the Council. The recommendations proposed at the Budget and Precept meeting (F&GP) will be put to full council at their January 2019 meeting for ratification

Members are reminded they need to let the Clerk have full details of any items that they wish to be placed on the List of Items to be considered for this meeting by Monday 3rd December.

15. CHRISTMAS AND NEW YEAR CLOSURE

Members are reminded that the staff will be taking Annual Leave over the Christmas & New Year period. Therefore the Parish Council Office and the Library (on the days that the Council operates it) will close at 1.15pm on Wednesday 19th December and re-open at 9.15am on Wednesday 2nd January 2019. There will, of course, be emergency cover for the Cemetery & Funerals during this period and the Clerks Mobile Phone Number and details will be left on the Office answerphone and on a Notice on the Library Door, as well as on noticeboards.

16. 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 **TWO** confidential item to be considered