



# *North Weald Bassett*

## *PARISH COUNCIL*

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Clerk to the Council  
Susan De Luca

28<sup>th</sup> January 2015

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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, 2nd FEBRUARY 2015**, 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**

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*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 Parish Council Meeting held on 5th January 2015, a copy of which is 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.*

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## 6. RESIGNATION OF A COUNCILLOR


Members are formally advised of the resignation of Councillor Graeme McCormack. The relevant formalities have been undertaken by the Clerk however as this is within the six months prior to the elections in May no further action is necessary at this time. A letter of thanks from the Chairman of the Council on behalf of Members has been sent to former councillor McCormack thanking him for his time as a member of this Council.

## 7. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

 To **RECEIVE** the oral 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.*

## 8. REPORTS & MEMBERS REPORTS

 **Further to a recent letter to Members from the Clerk**, 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**

- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports
- d) Councillors Reports – If Submitted as Attached at **APPENDIX 3**
- e) Highways Reports – Update will be tabled
- f) Environmental Issues – to include Allotment Issues – Cllr Mulliner to Report

## 9. FINANCIAL

### a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of cheques which were signed up to 31st January 2015 and **NOTE** the summary of income received and the account balances at the end of the month. **(to be tabled)**

## 10. NEIGHBOURHOOD PLAN

To Receive a Verbal update on the status of the Neighbourhood Plan.

## 11. PATHWAY TO WEALD COMMON

 A Report is attached to the agenda at **APPENDIX 4** and a further verbal report will be given.

## 12. STREET LIGHTS – REPORTS URGENT MATTERS

The Parish Council are responsible for 118 street lights in the Parish. As owner, the Parish Council has a duty to ensure the street lights are structurally and mechanically safe and do not

pose a H&S Risk. To this end, a full and thorough inspection of the Street Lights has taken place, and there are a number of resultant required actions. There is specific legislation which covers Street Lighting which is involved and complex. The Clerk has obtained a detailed summary of the works required, and has received the following guidance:

1. *Structural - Replace the RED Columns now*
  2. *Structural - Re Test the AMBER and YELLOW Columns in 2 years*
  3. *Electrical - Rectify the Code 1 and 2 Defects now*
- By auctioning items 1 and 3 the Parish Council will have complied with legislation and rectified potentially dangerous Structural and Electrical defects.*

Following the summary received, the Clerk instructed the Parish Councils Street Lighting contractor to review each of the structural RED issues, and report back with his findings. Taking both reports into consideration, it is suggested that the following programme of works should be **CONSIDERED**:

#### **Immediate - £5,443.91**

6037 - School Green Lane - Replace - £1835  
 6015 - 71 Queens Road - Replace - £1835  
 6092 - Woodside - Repair - £500 (approx)  
 41 Electrical code 1 & 2 defects - Repair - £1273.91

#### **Within 12 months - £3,670**

6002 - George Avey Croft - Replace - £1835  
 6013 - 47 Queens Road - Replace - £1835  
 6033a - Beamish Close - further inspection to be conducted

#### **Within 2 years**

Retest all the amber and yellow columns for structural integrity

Councillors are asked to **CONSIDER** the above. A full copy of all the inspection results is available at the Parish Council office if members would like to peruse them. These were not included within the agenda as there are in excess of 300 pages.

### **13. TREES ON COUNCIL OWNED LAND – RISK ASSESSMENT**

Following a conversation with Councillor Mulliner it has come to the attention of the Clerk that it may now be necessary to carry out regular inspections of trees on Parish Council owned land. Previously we have only carried out tree inspections on Allotment Land, and now that this has been brought to our attention it may be necessary to ensure that Risk Assessments are carried out. The Clerk is currently seeking advice as to how often the Risk Assessments need to be carried out and who they need to be carried out by.

A further report will be given to Members at the Parish Council Meeting on the 2<sup>nd</sup> February.

### **14. PARISH HALL AT THORNWOOD – COMPLETION OF SURFACING TO CAR PARK**

Following the completion of the surfacing of the Car park at the Parish Hall at Thornwood with monies from both the Parish Council and a grant from Essex County Council

Community Initiative Fund. A small event to celebrate this will be held on Friday 27th February 2015 at 1.45pm with a light buffet reception. Invitations have been sent out. Members are invited to attend.


**15. ANNUAL PARISH ASSEMBLY**

To be held at the Parish Hall Thornwood Common on Monday 23<sup>rd</sup> March 2015 at 7.00pm


**16. ANNUAL ALLOTMENT COMMITTEE MEETING**

To be held at the Parish Hall Thornwood Common on Sunday 22<sup>nd</sup> March 2015 at 10am.

**17. PARISH COUNCIL CITIZEN OF THE YEAR**

 Members are reminded that the **Parish Council** Annual Citizen of the Year Award is now upon us again. Members are asked to advise the staff of any nominations on the enclosed form by Friday 27<sup>th</sup> February (**APPENDIX 5**)

**18. CONSULTATION – EPPING FOREST DISTRICT COUNCIL: REVIEW OF THE COUNCIL’S HOUSING ALLOCATIONS SCHEME & TENANCY POLICY** 

 **This item was brought forward from the last meeting:** The Parish Council has received consultation documentation from the District Council in relation to the District Council’s Housing allocations scheme & tenancy policy. A copy of the letter giving a short summary of the relevant documentation is attached at **APPENDIX 6**, the relevant documentation is held in the office if Members wish to review this.

**17. 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