



# North Weald Bassett

## PARISH COUNCIL



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Clerk to the Council  
Susan De Luca

27<sup>th</sup> January 2016

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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> February 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*

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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 4<sup>th</sup> January 2016  
**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

📄 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 attached at **Appendix 2.**

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*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 **if they have been submitted by Members for inclusion**

a) Chairman's Report

b) Vice Chairman's Report

c)  **District Councillors Reports – All District Councillors are now invited to send a written Report, if they are unable to attend the Meeting, which the Clerk will read out.**

d) Parish Councillors Reports – To be given by Members at the Meeting

e) Environmental Issues – Cllr Mulliner

## 8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31st January 2016 and **NOTE** the account balances at the end of the month.**(to be tabled)**

## 9. NEIGHBOURHOOD AREA PLAN

Three Events have been held advising of the Neighbourhood Area Plan. They were held in Hastingwood, North Weald and Thornwood. A total of thirty four 'positive responses' have been recorded. A positive response is one where the respondent has indicated that they would support the creation of a Neighbourhood Plan. This level of response is really too low to go forward with the plan, however it may be worthwhile going forward with a meeting of those who have registered an interest to see if there is a way forward. A meeting has therefore been arranged for Monday 15<sup>th</sup> February before the planning meeting. The future of the Neighbourhood Area Plan will be dependent on the outcome of this meeting.

## 10. 100 YEARS OF NORTH WEALD AIRFIELD

Invitations to Village organisations are currently being sent out. It is expected that fuller details will be available for the March Meeting. Councillor Tyler will be advising Councillors regarding a promotional event that the Parish Council may be able to be involved in in relation to the 100 Years of North Weald Airfield and the Royal Norwegian Airforce.

## 11. QUEENS ROAD ALLOTMENTS – ACCESS FOR ALLOTMENT TENANTS DURING BUILDING WORKS BY EPPING FOREST DISTRICT COUNCIL TO THE GARAGE SITE

Members are advised that no further communications have been received from Epping Forest District Council in this matter.

## 12. POLICY DECISION NORTH WEALD PARISH COUNCIL LIBRARY SERVICES AND OFFICE

The Clerk wishes to advise that an error was made in relation to the date of the break clause in the lease. The break clause will not be relevant until November 2017. The Clerk apologises for this error.

## 13. PARISH COUNCIL CITIZEN OF THE YEAR AWARDS

Members are reminded that **NOMINATIONS** are necessary as soon as possible for the Annual Citizen of the Year Awards. Details of the Awards will be advertised as usual. A small sub Committee (one Councillor from each Ward) is usually set up to discuss and pick the award winners, approximately one week before the awards ceremony. Therefore Members are asked to:

- Advise of any nominations that they may have
- Advise if they wish to be part of the Sub Committee

## 14. POLICING IN THE DISTRICT AND IN THE PARISH

 Members are advised that the attached Report was discussed at Epping Forest District Councils Neighbourhood & Communities Select Committee held on the 19<sup>th</sup> January. The Report, which is reproduced at **Appendix 3**, has a number of concerns contained within it that are relevant to Parish Councils, and in particular the fact that ***the Police will no longer deal with 97% of Anti Social Behaviour and that they will sign post complainants to other services which, in many cases, will be a local authority.***

Epping Forest District Council clearly state in this report that it is expecting to take on a bigger role, not only in its Safer Communities but also in its front line services. Therefore it must also be anticipated / expected that all Councils that have front-line services (ie dealing with Members of the public) will see their role increase. This will involve not only staff, but Members also. This is something that will need to be monitored very carefully over the coming months, especially as the role and the number and police presence is diminishing.

Essex Association of Local Councils are holding a Local Council Police Conference on the 15<sup>th</sup> March, to which all Members are invited. Details are attached at **Appendix 4**. Members are **ADVISED** to attend if they wish to seek further **CLARIFICATION** of the way forward for Essex Police.

## 15 CCTV

### a) CCTV at the Parade of Shops

Members will recall that the Clerk was tasked with obtaining certain information in relation to CCTV. As you will see from below, these are the answers from Adrian Petty at Epping Forest District Council – Safety Communities.

#### Cost

*£3,500 was for a re deployable camera (like the camera up now) which has ongoing airtime costs. £5,000 was a cost provided for a better 4 camera system giving a fixed blanket coverage of the vicinity which has cheaper airtime costs. The cost of the system is in the region of £5K. I note a contribution of £1K is mentioned so you would still need to find another £4K? Whilst other systems may seem cheaper it is important to note that if EFDC is to take managerial ownership of the scheme it must comply and meet with our minimum benchmarked standards, the one I costed does just that.*

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*Income generation fees are explained in the CCTV Code of Practice (page 8) which can be found on the EFDC website on the CCTV page. The income comes to cover officer time and equipment spent dealing with an enquiry (such as insurance requests). The costs are emailed to the applicant with a CCTV request form in advance. If they accept the charges we will carry out the work. Once the payment has cleared and paid into a budget code at EFDC we then send off the images. As for revenue generated from insurance claims this covers officer time and the costs to prepare and deliver evidence to them. EFDC as the manager of the system would expect to collect the fees for this work wholly.*

**Funding From Shops**

*With regards to gathering funding from shop keepers, I would not recommend this way forward. I have experience of this when working as the CCTV Technical Officer at Harlow Council. Shop keepers and market traders were initially charged a contribution towards the CCTV however when shops changed hands some refused to pay, then other shopping areas did not pay at all which caused ill feeling. Eventually Harlow Council withdrew charging as it was becoming too problematic. Further to this the shopkeepers, if you were to go down this route, must realise there is a strict policy on who can access and view CCTV and it is not there for their convenience. If this is not clarified those paying may assume they can access the CCTV (after all they are paying for it) which should not be the case.*

**Insurance Companies**

*As for revenue generated from insurance claims this covers officer time and the costs to prepare and deliver evidence to them. EFDC as the manager of the system would expect to collect the fees for this work wholly.*

**Removal of Deployable Camera**

*Finally just to advise you that the mobile CCTV unit currently in situ at NW shops will be removed at the beginning of February as per our standard protocol. To date we have had no requests to view images from the camera, this is not to say the camera has not been effective it may be because its presence has acted as a deterrent?*

Members are now asked how they wish to **FORWARD** in this matter.

**b) CCTV at Weald Common** 

 Members are advised that the Clerk has received a number of emails from a Member of the North Weald Mums, expressing concern that the Parish Council now 'deem CCTV unnecessary' at the new Play Area on Weald Common. Paul Southgate from Epping Forest District Councils Safer Communities has also been in contact about this as he also has concerns in this matter.

The Parish Council had pledged its support for CCTV in that area, and a copy of specific Parish Council minute and Media Release are attached at **Appendix 5**. Both feel that as funding and grant applications have been applied for detailing this Council's support for the CCTV it leaves those applications in a very 'precarious' situation. Members are asked how they wish to go **FORWARD** in this matter.

**16. GARDEN AT THE PARADE OF SHOPS** 

As Members will be aware permission has been granted by means of a License from Essex County Council for the work to create a Garden at the Parade of Shops. Confirmation of funding from

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Epping Forest District Council had been received subject to certain criteria, however further information is being sought as to how the problems of anti social behaviour in relation to the garden is going to be controlled. I have included an extract from the email from Alexandra Cramp.

*'It is difficult for me to be any more specific on the details requested, as the request came direct from the Councillor who approved the bid. I have referred back to the letter that was sent to you by Cllr Whitbread on 22<sup>nd</sup> October 2015.*

*To me, it seems that we are just seeking a few comments/observations regarding the possibility of anti-social behaviour & damage to the project that could occur and how you plan to manage this/limit it as much as is possible. I think Cllr Whitbread was just after some comment/acknowledgement regarding who/what would be making sure the proposed area is not spoilt.*

*If you could come back to us with just a few lines regarding the means of managing this potential problem, I think that would be sufficient. Hope this helps make it a little clearer.'*

Members are now asked to **CONSIDER** how they wish to go forward in this matter.

#### 17. WEALD COMMON

##### a) Path from Stone to New Play Area

Members are advised that the access path to Weald Common is being utilised by motorcycles and the path is being damaged. Members are asked to consider whether or not they feel that a 'kissing style gate' should be installed. Also the entrance to the Play Area is very muddy and is making the Play Area almost inaccessible, Members will receive a verbal report on this matter.

##### b) Tarmac & Wet Pour

 The Principal Financial Officer met a representative from the Wet Pour Company to give a quotation for the wet pour for the new Play Area. A copy of the quote is attached at **Appendix 6**. Members will be asked to **CONSIDER** this quotation.

#### 18. PUBLIC PARKING SPACES ADJACENT TO WEALD COMMON

 Members are advised of the **CONFIRMATION** of the location of the eight Public Spaces owned by the Parish Council adjacent to Weald Common. Members will recall the Transfer Document & Map provided to Members at the last Meeting by the Clerk. Confirmation of that ownership has now been received from Epping Forest District Council and Peer Group who confirm they also have copies of the same Transfer document. Details are attached at **Appendix 7** for Members perusal.

#### 19. PARISH SAFETY VOLUNTEERS

Essex County Fire and Rescue Service in partnership with Essex Police is establishing a new volunteering scheme. It aims to help those living in Parish to be, and feel, safer in their homes and to build more resilient communities across the County. The aim is to recruit two Parish Safety Volunteers per Parish in Essex, who will be tasked with arranging and conducting home safety visits. These volunteers will deliver crucial fire and crime prevention advice, extensive knowledge of local support services *and* the ability to fit smoke detectors directly into the homes of those most in need.

People interested in volunteering will be asked to apply for interview, and required to undertake Essex Police vetting. They will receive comprehensive training from both Essex County Fire and Rescue Service and Essex Police, a full uniform and all equipment required. To ensure volunteers are

well supported, Parish Safety Volunteers from across the county will be invited to on-going training and networking opportunities throughout the year.

The scheme will be *fully* managed and funded by Essex Fire Service and Essex Police through funding provided by Essex County Council. Parish Councils would be greatly appreciated in assisting in helping to recruit volunteers wherever possible. Any Members who are interested please contact the Clerk for further details.

## 20. CONSULTATION DOCUMENT

### Proposed Move of Post Office

Members are advised that documentation has been received from The Post Office Limited relating to the Proposed Move to New Premises & Branch Modernisation. Details of the Consultation are attached at **Appendix 8**, Members are asked if they wish to make any **COMMENTS** on this consultation.

## 21. QUEENS 90<sup>TH</sup> BIRTHDAY

### a) Beacons

Members are advised that on the occasion of Her Majesty, the Queen's 90<sup>th</sup> Birthday, it has been suggested that many communities will be lighting Beacons to mark the occasion. We have been advised that certain criteria will need to be adhered to if a Beacon is to be lit and those involved in the organising of the Beacons need to contact Epping Forest District Council (EFDC) for further directions. Members are therefore asked to advise Residents to contact EFDC if they have any queries in regards to this matter.

### b) Clean for the Queen

 As part of the Queens 90th Birthday celebrations, a countrywide 'Clean for the Queen' litter pick campaign has been launched. Full details can be found at **Appendix 9**. Council are asked to **CONSIDER** if they would like to take part in this community initiative.

## 22. JOINT PARTNERSHIP WORKING NEIGHBOURHOOD WATCH

At the January Parish Council meeting, Cllr Tyler suggested that a more pro-active approach to joint partnership working with the Neighbourhood Watch scheme in North Weald could benefit both parties. An update on how this could work will be given at the meeting, after which Councillors will be asked to **CONSIDER** if they would like to move forward with joint working.

## 23. PASSENGER TRANSPORT

Members may be aware that Townlink Buses Ltd went before the Traffic Commissioners Office on 3<sup>rd</sup> and 4<sup>th</sup> November 2015, in Cambridge. The Traffic Commissioner made their decision and decided to revoke their licences with effect from **26<sup>th</sup> February 2016**. This affects several bus services in and around the Brentwood, Epping and Harlow areas. Essex County Council officers are currently assessing the impact of this decision. Some commercial bus operators have already taken on some of these services commercially or expressed an interest and Essex County Council will continue to assess if there are any gaps in service as a result. If there are any gaps, they may need to provide a contract for replacement journeys/services. The Parish Council has downloaded a copy of the most recent Trusty Bus Timetable, and does hold copies in the Library. These are available on the Parish Council opening days and on the Parish Website.

**24. ESSEX COUNTY COUNCIL CYCLING STRATEGY**

Essex County Council has recently consulted on a county wide cycling strategy. A verbal report will be given by the Principal Finance & Administrative Officer who attended a briefing on this strategy.

**25. TRANSPARENCY CODE 2015** 

 In 2015, the Government introduced the Transparency Code, the aim being to place more power into citizen's hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services. The code is guided by three principles – It must be *demand led, open* and *timely*. The code places an additional obligation on Parish Councils to publish a broad range of material, allowing local people to see how money is spent, how the council uses its access, its decision making process and highlighting issues important to local people. As a Parish Council with a gross annual income or expenditure exceeding £200,000, this council is required under to code to publish specific information. A full breakdown of what this means has been completed by the office staff, and is attached at *Appendix 10*. There are a number of areas where this Council currently does not comply with the code, and Council are asked to **CONSIDER** the approval of a number of documents to ensure its obligations are met. These are identified on the attached document.

**26. EXTERNAL AUDIT FOR SMALLER AUTHORITIES** 

 As Members will be aware The Audit Commission ceased to exist on the 1<sup>st</sup> April 2015, being replaced by a new company Smaller Authorities Audit Appointments Ltd. This company has been created to take over the appointment of **external** auditors and the setting of audit fees for smaller authorities from 2017. It is set up on behalf of the Department of Communities and Local Government by the National Association of Local Councils, and the Society of Local Councils. This company will formally appoint external auditors on behalf of Parish and Town Councils, much as the Audit Commission did previously. This would be set for a five year period from the financial year 2017/18. This will happen automatically unless the Council decides to 'opt out' and set up an Independent Audit Panel to procure **external** audit itself.

Copies of the circular from EALC is reproduced at *Appendix 11*, and details of guidance on how to obtain further information on how to opt out can be found on this circular. The Clerk has spoken to three other Parish/Town Councils regarding this matter, all of whom have taken the decision that it would be more prudent to proceed with the new company.

Council are asked to **CONSIDER** if they would like to 'opt-out' of these arrangement and progress their own path.

**27. JOINT STANDARDS COMMITTEE ARRANGEMENTS** 

All Parish and Town Councils within Epping Forest are invited to be Members of the Joint Standards Committee (JSC) and this Council has joined that committee and nominated a Councillor to be a representative. Unfortunately due to current commitments, that Member is unable to represent this council on that committee and a new member is now necessary to be appointed. Meetings are normally held on no more than two occasions each year. Therefore Members are asked to **CONSIDER** if they would be willing to stand as a Member of the JSC.

**28. LOCAL COUNCIL AWARD SCHEME** 

 As Members will be aware, the Parish Council currently holds the Local Council Awards Scheme (Foundation) Level. This is due to expire at the end of January. Staff are currently working on the

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next level and hope to be in a position to submit the application in the next couple of weeks. Part of the application will involve a number of documents that will have to be linked to our website and which have either had to be updated (such as the Training Policy and the Complaint Policy) or a completely new document drawn up, such as the Business Plan, as per *Appendix 12*. Members are asked to **REVIEW** these documents, and advise if they are happy with the contents

## 29. 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