



# 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](mailto:clerk@northweald-pc.gov.uk)

Web Site: [www.northweald-pc.gov.uk](http://www.northweald-pc.gov.uk)

Clerk to the Council

Susan De Luca

29<sup>th</sup> January 2018

**TO: ALL COUNCILLORS**

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 5<sup>th</sup> February 2018**, 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 8<sup>th</sup> January 201
- The Minutes of the Extraordinary Meeting held on 22<sup>nd</sup> January 2018

To **NOTE**,

The Minutes of the Queens Hall Charity – if Available

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. 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 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.

## 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 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

## 8. FINANCIAL REPORTS

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

To **APPROVE** the lists of payment which were made up to the 31<sup>st</sup> December 2017 & 31<sup>st</sup> January 2018 and **NOTE** the account balances at the end of the month (**to be tabled**)

## 9. PARISH COUNCIL POLICIES & PROCEDURES

 Following the last visit of the Internal Auditor, the Clerk and Auditor discussed the aforementioned. It was **AGREED** by the Auditor that for reasons of both efficiency and compliance and compliance, it would be necessary for **All** Parish Council Policies and Procedures to be Reviewed and Adopted each year. The Auditor has suggested that these be presented to Council in February with any amendments therefore being able to be made by March (due to the number involved). Therefore the Policies and Procedures as detailed in the table below **are attached in a separate folder with this Agenda.**

Policy	Review Date
Environmental & Green Policy	February 2018
Equality Policy	February 2018
Health and Safety Policy	February 2018
Bullying and Harrassment Policy	February 2018
Training Policy for Staff and Councillors	February 2018
Discipline & Grievance Policy	February 2018
Lone Working Policy	February 2018
Information Protection Policy	February 2018
Removable Media Policy	February 2018
Third Party Use of Council Resources Policy	February 2018
Information Incident Policy	February 2018

## 10. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN

As Members will be aware EFDCs Local Plan will be submitted to an Inspector before the 31<sup>st</sup> March 2018. This will mean one of the following outcomes:

The Plan will be found Sound  
The Plan will be found Unsound


If the plan is found Unsound, the Parish Council has registered its request to speak at any Enquiry which will be held.

As Members are aware, funds have been placed within the Parish Council Reserves for possible Legal Representation towards the Local Plan. Following conversations with our Principal Financial Officer, who has been at the forefront in researching, compiling and submitting the Parish Council's comments in this matter, she has advised she would not wish to speak at an Enquiry and it is felt that it would be 'right and proper' to have the relevant legal representation in place, in order that the residents of the Parish can be properly represented if it becomes necessary. Therefore it may be worthwhile having an initial conversation with a Planning Consultant to investigate this further. It may be that a Planning Barrister would be needed also. Members are asked to **CONSIDER** how they wish to move forward with this matter.

## 11. ANNUAL PARISH ASSEMBLY

Members are advised and to **NOTE** that the Annual Parish Assembly will be held in the Parish Hall at Thornwood Common, on Monday 26<sup>th</sup> March 2018.

## 12. DATA PROTECTION ACT TRAINING

 Members are **REMINDED** of the Data Protection Training which is to be held at the Parish Hall, Thornwood Common, on **Saturday 10<sup>th</sup> between 10am and 1pm.** Members are respectfully asked to make every effort to attend this training. To comply with the **Data Protection Compliance Regulations.**

Added to this is a further item for **CONSIDERATION** by Members, as to who can actually be the Data Protection Officer within the Parish Council. A copy of a notification which has been received by the Parish Council is included at **Appendix 4** and which is **relatively** self explanatory. Further discussions on this matter will be held at the meeting.


## 13. ANNUAL ALLOTMENTS MEETING

Members are advised and to **NOTE** that the Annual Allotments Meeting will be held on Sunday 18<sup>th</sup> March 2018. Shirley Hawkins has advised that she will organise the refreshments for the Meeting. There will also be a presentation on the Allotments to one of the long standing Allotment Holders immediately following the meeting.

## 14. FIRST MEETING OF THE PARISH COUNCIL - MAY 2018

Due to Staff Annual Leave and a prior commitment Members are asked if they would be willing to change the date of the first meeting of the Parish Council from Monday 14<sup>th</sup> May 2018 to Tuesday 8<sup>th</sup> May, as neither the Clerk or Principal Financial Officer are available on the 14<sup>th</sup> May. If this is date is not suitable for Members, then another date could be organised. Standing Orders would need to be suspended for the change of date for the meeting.

### 15. NORTH WEALD BASSETT PARISH COUNCIL CIVIC AWARDS

 Members are **REMINDED** that the Annual Civic Awards will be held this year at the Annual Parish Assembly which is to be held on Monday 26<sup>th</sup> March 2018, at The Parish Hall at Thornwood Common.

A Nomination Form for an Individual, Young Person or a Group, together with full details of how to nominate them, are included at **Appendix 5**. **Please return your Nomination Form to the Parish Office no later than Monday 5<sup>th</sup> March, for service within 2017.**

### 16. DEBT OF HONOUR & MEMORIAL

Members are **ADVISED** that the Clerk has written to Derek Macnab, Deputy Chief Executive, Epping Forest District Council regarding this matter, and she has been advised that a Report is currently being prepared for the relevant EFDC Committee for consideration in this matter. Further details will be made available to Members as soon as they have been received.

### 17. COMMUNITY INITIATIVES FUND GRANT RECEIVED

The Clerk is pleased to advise Members, that the Parish Councils Grant Application for £1350.00 for a Community Orchard on the three unused Allotments which have had a historic problem with sewerage spillage on parts of them, has been received. Work has already started on clearance and planting, and it is expected that work should continue over the next few months.

### 18. MEMORIAL FOR FORMER COUNCILLOR AND CHAIRMAN CYRIL HAWKINS

Following an informal meeting of the Parish Council, in September, it was agreed that suggestions of how best to honour former Councillor and Parish Council Chairman Cyril Hawkins would be sought, and placed before Members at the February 2018 Parish Council Meeting, therefore over the last few months, the Clerk has been asking for appropriate suggestions. The following suggestions have been received from both residents and Councillors and Parish Hall Members.

- *“The Parish Hall should be renamed “The Cyril Hawkins Memorial Hall”.*  
*This suggestion was from a Resident in Thornwood and from Members of the Parish Hall*  
*The following is an extract from the Parish Hall minutes:*
  1. *Rename the Parish Hall after Cyril – Members were very keen for this to be considered, they felt that this would be the most appropriate thing to do.*
  2. *Purchase a bench to be located on the green at the back of the hall, would They would like the plaque on the bench to refer to Cyril as “Mr Thornwood”.*  
*The Clerk to the Council suggested that a plaque could be put inside the hall explaining the reason for the renaming of the hall. All Members **AGREED.**”*

Other suggestions that have been received, are as follows:

- The naming of a Bench in North Weald (ie a Plaque)
- The naming of the Community Orchard in North Weald (ie a Plaque)

Members are asked to **NOTE** that the EFDC are undertaking their own proposal (with the backing of the Parish Council) to name the Road at the Queens Road Allotments Development after Cyril Hawkins. This was going to originally be called Elizabeth Close, now the proposal is Cyril Hawkins Close. However this is still to be confirmed by EFDC

Members are therefore asked to make a **DECISION** on the above.

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

On Wednesday 10<sup>th</sup> January 2018 at 12 noon the Meadow Brook Section of the Cemetery was opened. The event was very well attended with The Chairman of the Parish Council being pleased to welcome the Deputy Lord Lieutenant of Essex, Mrs Rosemary Padfield, Chairman of Essex County Council, Cllr John Aldridge, Chairman of Epping Forest District Council, Cllr Dave Stallan, together with Mayors from Epping Town Council and Loughton Town Council, amongst other attendees. The Reception was held at the Parish Hall in Thornwood.

**20. REMEDIAL ELECTRICAL WORK AT THE PARISH HALL **

The Parish Council has now received 3 Quotations for Electrical Works to the Parish Hall, the first being in August 2017. However the previous Chairman, in consultation with the Clerk was unhappy with the 1<sup>st</sup> quotation, as this was pushing for a total re wire of the premises, so the Clerk was asked to get a further quotation. This was presented to the Parish Hall, there were a couple of anomalies in this and a further quotation was requested. The Clerk contacted Epping Town Council and asked for details of the Contractor that they used, subsequent to this a further quotation has been received (following two visits by this Contractor).

The quotes received were

- 1<sup>st</sup> Quote - £1680 – but did not include Emergency or Exit Lights Inside and Out
- 2<sup>nd</sup> Quote - £3689
- 3<sup>rd</sup> Quote - £2903

This final Quotation covers everything that is needed and is far more concise and competitive than the previous quotes, and the Electrical Contractor is highly recommended by Epping Town Council. Members are therefore asked to **AGREE** a quote as the work is currently outstanding.

**21. CHAIRMAN'S BOARD **

Despite a considerable amount of research locally, it has been impossible to find a company to engrave the Boards that we currently have. Therefore the Clerk has undertaken enquiries via the internet, a further report will be given at the Meeting.

**22. 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 items to be considered