



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council

Susan De Luca

4th January 2018

TO: ALL COUNCILLORS

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 8th January 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. VACANCY FOR A COUNCILLOR

Members are advised that due to the Resignation of Cllr Matt Harris there is a Vacancy in the Hastingwood Ward, North Weald. This has been reported to Epping Forest District Council Elections Office.

2. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES 🖐

To **NOTE** any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record:

- the Minutes of the Meeting of the Parish Council held on 4th December 2017
- The Minutes of the Finance & General Purposes Meeting held on 18th December 2017

To **NOTE**,

The Minutes of the Queens Hall Charity – if Available

The Minutes of The Parish Hall at Thornwood Common – held on 7th December 2017

All as attached at **Appendix 1**.

5. 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

6. 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.


7. 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**.

(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

 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 – Members are asked to Note the following:

EPPING FOREST DISTRICT COUNCIL LOCAL PLAN REGULATION 19 CONSULTATION

On 14th December 2017, EFDC agreed the content of the submission version of the Local Plan that will guide development in the District to the year 2033. As such, the Local Plan is now undergoing its Regulation 19 consultation giving all Stakeholders an opportunity to make representation on the plan. The Regulation 19 phase of the consultation process provides local communities, businesses and other interested stakeholders with the opportunity to comment on the policy content of a draft Local Plan, within a specific remit. The remit for public consultation relates to the 'Tests of Soundness' and also includes legal compliance, as set out in National Planning Policy Framework (NPPF).

Para 182 of the NPPF - Examining Local Plans - states the following:

The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound. A local planning authority should submit a plan for examination which it considers is "sound" – namely that it is:

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1. **Positively prepared** – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
 2. **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
 3. **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
 4. **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

The Local Plan consultation documents total over 600 pages, a hard copy of which is located in both the Parish Council Offices and North Weald Library for full review. Councillors are urged to take some time to read the main sections of the Local Plan prior to the meeting, however due to the amount of documents that need to be read and considered, it is expected that an extraordinary meeting of the Parish Council will be held after the Planning Committee meeting on 22nd January specifically to discuss this item, and for councillors to consider if they wish to make a formal response to this consultation, the deadline for responses being 29th January 2018.

9. FINANCIAL REPORTS


a) CONFIRMATION OF BUDGET AND PRECEPT

Members are asked to **Resolve to Agree the Budget and Precept for the Year 2018 -2019**

b) List of Cheques & Monthly Statement of Accounts

(these will be presented at the February Meeting)

b) Internal Audit

 Members are asked to NOTE the Report of the Internal Auditor who has carried out the Council's Interim Audit this is attached at **Appendix 4**.

c) External Auditors

NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENTS FOR 2017/2018

FINANCIAL YEAR

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. This Parish Council opted-in to the central procurement process and as such PKF LittleJohn LLP has been appointed as auditor for this Council for the 5 year period commencing with the financial year 2017/2018. The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes. The new, Annual Governance and Accountability Return forms will be sent out by the appointed auditor electronically at the end of the financial year.

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

Members are reminded of the Opening of the Second Section of the Cemetery, the Meadow Brook Section will be carried out on **Wednesday 10th January 2018 at 12 noon. The Reception will be**

held at the Parish Hall in Thornwood at 1.00pm.

11. 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
