



1<sup>st</sup> June 2017

**TO: ALL COUNCILLORS**

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You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 5<sup>th</sup> June 2017**, 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 Meeting of the Parish Council held on 8<sup>th</sup> May 2017

To **NOTE**,

The Minutes of the Parish Hall at Thornwood Common held on the 11<sup>th</sup> May 2017

The Minutes of the Neighbourhood Plan Steering Group held on the 18<sup>th</sup> May 2017

The Minutes of the Queens Hall Charity – held on the 18<sup>th</sup> April 2017

All as attached at **Appendix 1**.

**4. TO RATTIFY THE ITEMS FROM THE REMEMBRANCE SUNDAY DISSEMINATION MEETING** 🖐

📄 As detailed on the Attached Schedule, as shown on **Appendix 2**.

**5. TO RATTIFY THE ITEM FROM THE PARISH COUNCIL PLANNING MEETING REGARDING THE QUEENS ROAD ALLOTMENT LEASE** 🖐

Member were given details of the Lease of the Allotments at Queens Road. Clause 5 had been pointed out by Whiskers as needing special consideration. Members asked if this could be reviewed by the person who had also looked at the Wheelers Farm Gardens Allotment Land, before it was signed off.

**6. DECLARATIONS OF INTEREST**

To **RECEIVE** any Declarations of Interest by Members.

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*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*

## **7. 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.*

## **8. 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 3**.

*NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.*

## **9. 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 4 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

## **10. 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> May 2017 and **NOTE** the account balances at the end of the month (**to be tabled**)

### **b) Notice of Internal Audit**

Members are **REMINDED** that the Internal Auditor will be in attendance on the 9<sup>th</sup> June.

### **c) Approval of Accounts**

#### External Audit

Councillors are asked to note that the date on which the External Audit must be approved by the Parish Council is 12th June 2017. As there will not be Council meeting prior to this time, Council are asked to:

- Complete a review of the effectiveness of the system of internal control
- Consider the findings of any such review
- Prepare and approve the Annual Governance Statement by way of resolution
- Consider and approve the Accounting Statements

- Ensure the Accounting statements are signed and dated by the person presiding at the meeting

To also **NOTE** the period of public rights and publication of the unaudited annual return is between 5<sup>th</sup> June and 14<sup>th</sup> July, and that the relevant notices have been erected.

A copy of the Annual Return is attached to the agenda at **Appendix 5**.

### **11. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS**

These will be on the July Agenda for formal Adoption by Members as they will be placed in front of the Parish Council's Internal Auditor – Stuart Pollard – under Corporate Governance for his comments in the first instance.

### **12. FIRST REGISTRATIONS OF LAND**

The Clerk has had correspondence with Gerry Smith and is currently involved in ongoing correspondence, a letter is currently being compiled, and it is hoped that this will be ready for delivery prior to the Parish Council Meeting. The Clerk will give an update at the meeting.

### **13. WEALD COMMON – NETS FOR 5ASIDE GOAL POSTS**

The Clerk has received a request for Member to consider providing Nets for the 5Aside Goal Posts on Weald Common. This request has been made by Neighbourhood Watch Co-Ordinator – Laura Chalcraft. Who has been speaking to users of the grassed area where the 5aside Goal posts are situated. The area is not big enough for 'formal' organised games, but is simply used as a kick about area. Members are asked to **CONSIDER** providing Nets for these goals.

### **14. NEIGHBOURHOOD PLAN STEERING GROUP–USE OF PARISH COUNCIL GAZEBO**


The Steering Group have requested to be able to use the Parish Council's Gazebo for events that the Group are attending. Members are asked to give **CONFIRMATION** of this request.

### **15. DATA PROTECTION ACT – BESPOKE COURSE FOR COUNCILLORS**

There is new updated legislation coming into force regarding Data Protection, and it is important legislation that needs to be addressed.

Data Protection legislation is currently in force however this is in addition to the current legislation. One Council (Basildon) has just been fined in excess of £100,000 for having information on its website relating to a certain section of the community, under the Data Protection Act. Office staff have been concerned for some time now regarding the Data Protection legislation rules. The Parish Council can arrange a bespoke Course for Councillors and Staff on Friday 23<sup>rd</sup> June or Saturday 24<sup>th</sup> June, details of the cost will be confirmed at the meeting. An alternative date will be in July if the other two dates are not suitable. The Staff are attending a short course on current legislation on June. Members are asked to **CONSIDER** if they would like to have this course arranged in order that they can all attend to ensure that they are aware of the importance of Data Protection to local councils.

### **16. FLY THE FLAG - ARMED FORCES DAY**

 Attached at **Appendix 6** is a letter from the Ministry of Defence with recommendations for Armed Forces Day and the Duke of Cambridge's Birthday. Members are asked to formally **ACCEPT** the recommendations.

### **17. PORTABLE APPLIANCE TESTING COURSE**

The Rural Community Council of Essex is offering a Course for Councillors or Staff who manage or

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own Village Halls to undertake training for portable appliance testing (pat testing) whilst it is a certificated course at a cost of £70 for the training and £200 for the appliance pack there are concerns that electrical legislation & HSE legislation is constantly changing . The Parish Council currently has its pat test undertaken at the Parish Hall by an independent certificated company. This year the cost was approx. £50.00. However it should be noted that Essex CC asked that we undertake the pat testing of Parish Council items within the Library, this year also, at an additional cost of £50. The benefit of having a certificated independent company carry out pat testing for the Parish Council, is that they are able to keep up with current legislation on an annual basis.

#### 18. 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

