



30th May 2018

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**TO: ALL COUNCILLORS**

You are hereby summonsed to attend a **Meeting** of the **Parish Council** which will be held on **Monday 4<sup>th</sup> June 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*

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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. CO-OPTION OF COUNCILLOR FOR THORNWOOD COMMON WARD** 🖐

☞ To Co-Opt a Councillor. A short paragraph is attached at **Appendix 1** from the prospective candidate. Members are asked to **CONSIDER** the candidate for co-option.

**4. 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 2018

To **NOTE**,

The Minutes of the Queens Hall Charity – if Available

All as attached at **Appendix 2**.

**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.*


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## 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 3**.

*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 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 – If Available
- e) Parish Councillors Reports
- f) Neighbourhood Plan
- g) EFDC Local Plan

## 9. 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 2018 and **NOTE** the account balances at the end of the month (**to be tabled**);

### b) INTERNAL AUDIT

 Members are asked to **NOTE** the final Report of the Internal Auditor which is attached at **Appendix 5**.

### c) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Members are asked to **NOTE** that staff are continuing to work on all aspects of GDPR and that a date is being organised for Councillor Training. This is expected to be during September, once we have been advised of available dates Members will be contacted regarding suitability. Work is also continuing on sorting and organisation of filing.

## 10. INVITATION TO ALL DISTRICT COUNCILLORS

It was agreed that an Invite should be sent to all District Councillors, the date agreed was for September, therefore the Clerk has set an email to all District Councillors asking them regarding their availability during September.

## 11. QUEENS ROAD ALLOTMENTS

Members are asked to **NOTE** that the staff continue to monitor the Queens Road and Wheelers Farm Gardens Allotments on a daily basis. The proposed closure by STORM did **NOT** go ahead and access continued for allotment tenants. A further update will be given at the meeting.

### **12. RAF 100 – AIRFIELD EVENT 10<sup>TH</sup> JUNE 2018**

Preparations are continuing and most things are now finalised. The Parish Council will be hosting a Gazebo the Theme will be ‘Have You Got A Story About North Weald Airfield’ Come In and Share It With Us. Those people will then be invited to have a cup of tea and some refreshments and speak to Councillors and Members of Staff about their stories. We will have some 1940’s and 1950’s songs playing quietly in the background with a patriotic theme running throughout.

### **13. OPEN GARDENS EVENT THORNWOOD**

The Parish Council has previously **AGREED** that the Allotments and the Parish Hall Car Park can be used for this event. The Clerk has enquired of the organisers of this event if they have Public Liability Insurance, they do not have this and were hoping that they would be covered by the Parish Council’s Public Liability Insurance, however the Parish Council’s Insurance company has advised that they do not cover third party events and as such this event organisers will need to ensure that the event has its own insurance.

### **14. PARISH HALL – CARETAKERS ANNUAL LEAVE**

Members are advised that the Caretaker has booked two periods of Annual Leave cover is still being sourced for this. Unfortunately the previous persons who covered are no longer available.

### **15. LOCAL HIGHWAYS PANEL – HASTINGWOOD VILLAGE HALL INDICATOR SIGN**

The Clerk has been contacted by the ward Councillor for Hastingwood regarding the lack of a sign indicating the Village Hall at Hastingwood. Cllr Eldridge has contacted ECC Highways and has advised that this matter would need to be agreed via the Local Highways Panel (LHP). Members are therefore asked if they would **SUPPORT** this item on to the LHP.

### **16. 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 IS CURRENTLY ONE CONFIDENTIAL ITEM TO BE CONSIDERED FOR WHICH A VERBAL REPORT WILL BE GIVEN**