



2nd March 2016

TO ALL COUNCILLORS

You are hereby summoned to attend **A Meeting** of the **Parish Council** which will be held on **Monday, 7th March 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

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 1st February 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 **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.

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

f) Garden at the Parade of Shops – Cllr Buckley

8. FINANCIAL REPORTS 🖐

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 29th February 2016 and **NOTE** the account balances at the end of the month. **(to be tabled)**

9. NEIGHBOURHOOD AREA PLAN 🖐

Following the Meeting held at North Weald Library to which 39 people attended, a verbal report will be given at the meeting as to the number of people who have registered their interest in being part of the plan. Members will be asked to decide, following that meeting whether additional time is necessary to enable further registration for the plan, say an additional 4 weeks. Members are asked to **CONSIDER** this.

10. 100 YEARS OF NORTH WEALD AIRFIELD 🖐

As Members are aware this item has been on the Agenda for a number of meetings. Members have discussed the possibility of having a Village Marquee at the event. The Parish sent out twenty Invitations to Parish organisations, as at the date of compiling this Agenda the Parish Council has received only seven responses, five of these advising that they would have a stand within a Marquee. Members now have to look at whether six stands within a Marquee would be a good use of Parish Council funds. The minimum cost of a Marquee would be £500 and then someone would have to erect this.

Councillor Tyler is also investigating a company who may be able to provide a celebratory ale for 100 years of the airfield at this event, and is also liaising with EFDC Tourism Officer, Cllr Tyler will give a Report at the meeting.

The Clerk has also received an enquiry from Darren Goodey – EFDC Airfield Manager, advising that **“the Community Day will be based on an old fashioned village fete, as such do you think the**

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Parish Council would be willing to organise a Cake and / or Flower Competition that could be judged on the day or a Dog Show?"

Members are advised that if they wished to undertake this, then it would be necessary for this to be undertaken by Parish Council Members themselves, as there would be limited Parish Council staffing on the day, due to one member of staff being on annual leave.

11. THORNWOOD COMMON PLAYING FIELD 

A gentleman had attended the last meeting of the Parish Hall at Thornwood Common Management Committee and stated that he was seeking permission to use the Playing Field for an organised Boot Camp and that he wanted to introduce himself to the Committee, but understood that after speaking to the Clerk to the Council the Committee would not be able to make a decision, and that it would be necessary for this matter to be discussed by the full Parish Council who had responsibility for the Playing Field, however he had wanted to attend that evening to make himself known to the Committee and to advise what he wanted to do on the field in person. The gentleman gave a brief summary of what the Boot Camp would entail. He stated that it would be open to men and women aged 30 plus and would not only offer the opportunity to keep fit but would also include nutritional advice. The organiser stated that he is hoping to hold the sessions on Tuesday and Thursday evenings – Ladies 6.30pm to 7.30pm and Men 7.30pm to 8.30pm. Sessions are carried out in all weathers, throughout the year, however, if the field was very wet, he would look to use the paved area or the tarmac for the activities, but not the car park.

He is also looking at other locations in the area such as Memorial Playing Fields. The Acting Chairman thanked the organiser for attending the meeting and reiterated that the Committee would not be able to make a decision and that the request would be passed to the Parish Council for consideration at their next Full Meeting on the 7th March.

The Clerk has taken advice from the Councils Insurance Company, who asked that a representative from the Local Council Advisory Service – division of Zurich confirmed various matters that the Clerk brought up with them. The details of the conversation are shown in italics below:

These were that they advised that it is up to the Parish Council to make their own decision whether the field is 'fit for purpose' for this type of activity. Also whether or not it is an 'appropriate' type of recreation activity to hold on the playing field.

If the Parish Council did decide they felt these type of activities were indeed appropriate, and they would agree to this type of activity being held on the field, then they would need to then set their own boundaries as to what activities it would want to see on the field, what equipment could be brought on the field, some of the Boot Camps bring tyres to be dragged across the field – would the Council allow this – ie this is what is meant by setting the boundaries. It would need to ensure that the organisation had its own insurance which would cover 'all eventualities', and also that they were a 'responsible and reputable organisation'.

Whatever decision the Council makes it must have a reason for saying yes or no, and should consider any publicity that may be attached to either decision.

Loughton Town Council currently rent out part of Roding Valley Recreation Ground for the same sort of activity and do give a licence to the club using it for an annual License fee of £500.

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Attached to the Agenda at **Appendix 2** is an email from the Vice Chairman of the Parish Hall at Thornwood Common Management Committee, expressing the feedback of those Committee Member who were in attendance. Members are now asked to **CONSIDER** this request.

12. PARISH COUNCIL CITIZEN OF THE YEAR AWARDS

Members are **ADVISED** that eight **NOMINATIONS** have been received for the Annual Citizen of the Year Awards. The Sub Committee to judge the awards, consisting of the following Members: Councillors: Clegg, Mrs Godwin Brown, Eldridge and Mrs Jackman, MBE, will meet on Wednesday 16th March. The awards will be handed out at the Annual Parish Assembly on the 21st March.

13. CCTV

a) CCTV at the Parade of Shops

Following on from the last meeting where it was agreed that CCTV would go ahead at the Parade of Shops.

This is, in the main, in relation to the problems that were experienced on Halloween in 2015, and in response to requests from local residents who attended a meeting of the Parish Council, where the Police were present, where it was suggested that CCTV should be put up on the Pole outside the shops. Following meetings with EFDC and also discussions at various Parish Council meetings it was subsequently agreed that the Parish Council would go ahead with permanent CCTV on the pole. This would also add some security to the planned Garden at the Parade of shops.

The Clerk and the Vice Chairman have now met with Adrian Petty and Caroline Wiggins – EFDC Safer Communities and a verbal Report will be given to the meeting in relation to Cost and Timescales.

b) CCTV at Weald Common

 Members are advised that following the last meeting where Members agreed to pledge its support of CCTV on Weald Common, in view of the fact that the equipment will be housed on EFDC land, the Clerk has now received details of actual funding that has been raised by North Weald Mums, for the equipment and installation, as requested by the Parish Council details of which are shown at **Appendix 3**. Members are asked how they wish to go **FORWARD** in this matter.

14. PARISH COUNCIL OWNED CAR PARKING SPACES ADJACENT TO WEALD COMMON

The Clerk has been advised of two complaints in relation to the use of the Parish Council parking spaces. A verbal report will be given at the meeting, however part of the complaints refer to the action of one of the Trustees. The Clerk has explained to the complainant that they would need to contact the North Weald Village Hall Management Committee in relation to that part of the complaint, however the Parish Council can deal with Parish Council owned car parking spaces. One way forward would be to clearly mark out the Parish Council owned spaces with something like:

**These Parking Spaces are Provided By The Parish Council
And Are For Use By Those Visiting The Shops Or Weald Common**

15. LOCAL HIGHWAYS PANEL

Members are advised that two of the items put forward for consideration to the Local Highways Panel have been turned down as not suitable, these are the project for speed reduction along the High Road between Church Lane and Queens Road (Cllr Buckley's), and Traffic Calming Wellington Road/York Road/Blenheim Place (Cllr Tyler's). Details of the outcome of the other two schemes are still awaited – Cllr Mulliner's and the other scheme for lowering of kerbs and tactile pavement (residents).

16. PARISH COUNCIL MEDIA SERVICE

 Members are advised that the Parish Council took out an Annual Contract with Everything Epping Forest for Publicity and Media Services for one year at a cost of £900. Members are asked to **CONSIDER** if they wish to continue this service for a further year at the same cost. A schedule of Media Services is attached at *Appendix 4*.

17. QUEENS 90TH BIRTHDAY

Clean for the Queen - to receive an update from Cllr Tyler on the Clean for the Queen Initiative.

18. JOINT PARTNERSHIP WORKING NEIGHBOURHOOD WATCH

This matter was not discussed at the last meeting, and members agreed to hold it over until the March Meeting due to the sad passing of the Chairman of the local Neighbourhood Watch Scheme. Members are asked to consider whether or not it would be more appropriate to hold this over for a further few months, until such time as the Parish Council are advised as to how the Neighbourhood Watch Scheme in the Parish would be moving forward.

*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.*

19. PASSENGER TRANSPORT

Members were made aware that Townlink Buses Ltd went before the Traffic Commissioners Office on 3rd and 4th November 2015, in Cambridge. The Traffic Commissioner have now made their decision and decided to revoke their licences with effect from **26th February 2016**. With the exception of the number 21 Bus which runs between Brentwood and Ongar.

20. MEETINGS AT DIFFERENT VENUES

Members may be aware that the Council historically held at least one Parish Council Meeting in Thornwood and in Hastingwood. This has been mentioned on a couple of occasions by local residents who have asked whether or not it would be possible for this to happen again. Members are therefore asked to **CONSIDER** this request for the next Council year.

21. 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

