



North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

1st March 2017

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday, 6th March 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

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

As Members are aware there has been a Vacancy for a Parish Councillor for Hastingwood Ward since

the middle of last year. Due process has been followed and there was no take up for a Councillor for that area. Matthew Harris the Chairman of the Neighbourhood Plan Steering Group and a North Weald

Resident has expressed an interest in becoming a Parish Councillor. However there are currently no Vacancies in North Weald.

A short paragraph giving brief resume of why Matthew would like to become a councillor will be circulated to you by email.

4. To CONFIRMATION OF MINUTES 🙌

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

- the Minutes of the Meeting of the Parish Council held on Monday 6th February 2017

And to Note

- the Minutes of the Parish Hall at Thornwood Common on the 9th February 2017

As attached on **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.

If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.

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 **NOTE** The Clerks Report for this month, to be tabled.

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 2: 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 - Parish Council Update
- e) Cllr Mulliner – Environmental Matters
- f) Councillors Reports

9. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 28th February 2017 and **NOTE** the account balances at the end of the month. *(to be tabled)*

10. PROPOSED PILOT SCHEME BY EPPING FOREST DISTRICT COUNCIL FOR PLACING HOUSING PODS WITHIN THE GROUNDS OF NORWAY HOUSE TO HOUSE SINGLE VULNERABLE HOMELESS ADULTS

 There is a Report within Epping Forest District Council's Cabinet Agenda, attached at **Appendix 3**, to undertake a pilot scheme in relation to the above. The scheme does go into quite a lot of detail and a copy of the Report is included for Members perusal, however there are no actual details of the full definition of what a 'vulnerable adult' is.

Therefore the following is taken directly from the Epping Forest District Council Agenda:

“By legal definition, vulnerable people are those who are *“less able to fend for themselves than an ordinary person so that injury or detriment to them will result where a less vulnerable person would be able to cope without harmful effects”*. In reality some of the vast majority of single vulnerable people are people with serious mental health problems which can include schizophrenia, psychosis, and bipolar disorder.

As you can see from the Report staff at Norway House have expressed their strong concerns about the heightened risk to staff and other residents about increasing the number of occupants at Norway House with Single Vulnerable People. District Council do agree that there will be a heightened risk however they will be looking at this over a longer term.

Members are now asked if they wish to **CONSIDER** this matter.

11. EMAIL FROM WINSTON RAMSEY & RESEARCH REGARDING OWNERSHIP OF NORWEGIAN STONE

Following the last meeting of the Parish Council the Clerk has received a further email from Mr Ramsey, which is self explanatory and re-produced for Members information together with the Clerk's response.

Since the last Meeting the Clerk has undertaken considerable research regarding the 'ownership' of the Norwegian Stone. She has located a document which was a speech that was made at an Event held at the Stone on the occasion of the 50th anniversary of the arrival of the Norwegian contingent on North Weald Airfield to take up battle stations. It also commemorates the 40th anniversary, almost to the day on 19th June, 1952, of Princess Astrid of Norway unveiling the monument which is inscribed in ancient Runic

*"Dedicated, in gratitude, to the Royal Air Force, RAF Station, North Weald
and to the people of the District".*

The granite monument (Norwegian Stone) was flown from Norway

If Members read the document they will see I have taken the following extract from the document:

At the unveiling ceremony in 1952 was Air Marshall Sir Basil Embry who said -

"Those of us who had the privilege to serve alongside the Norwegian Fighter Command will long remember the great comradeship and the fighting qualities of those who made up that Norwegian Fighter Wing".

and General Helge Mehre who, I am delighted to see, is with us today -


"North Weald meant more to the Norwegians than just a flying station. To them it was a second home. Whilst here they made friends, learned to know the English language and the British people".

*We know that the stone was not erected to commemorate the dead but as a symbol of Norwegian gratitude to us. We humbly appreciate this.
But the people of North Weald, through its Parish Council, have made themselves the guardians of this monument and with the years the purpose has developed. To us in this village and the surrounding countryside it is a deep reminder of our friendship for you and an expression of gratitude for what you did for us and a remembrance of those who made the great sacrifice of their lives.*

In the absence of any other evidence in relationship to the ownership of the stone, therefore Members can take from this document the words which are detailed in red, that, the people of North Weald, through its Parish Council, are the Guardians of the Monument (Norwegian Stone).

Documentation included at *Appendix 4*.

12. NORTH WEALD VILLAGE HALL – CAR PARK

 The clerk has received a complaint regarding parking in the 8 Parish Council owned Parking Spaces, located adjacent to Weald Common. A copy of the email trail and a photo is attached at *Appendix 5* for Members information. Members are asked to consider whether further clarification regarding these 8 parking spaces is needed and what format this should take to convey this message to the public.


13. FIRST REGISTRATIONS OF LAND

Documentation has been provided to the Parish Council's Solicitors who continue to deal with this matter. The Clerk has chased Whiskers twice during February the last time being the 28th asking for an update and a response, it is hoped to have something further to report at the Parish Council Meeting.


14. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

a) REVIEW OF STANDING ORDERS

b) REVIEW OF FINANCIAL REGULATIONS

 Following the Approval of the Reviewed Standing Orders and Financial Regulations, the Clerk and Senior Admin Officer attended a Briefing on the New Quality Council Scheme at EALC, they have been advised that this Councils Standing Orders & Financial Regulations are out of date and are not in line with those recommended by NALC. In order to be part of the Quality Scheme, which is a 'Best Practice' Scheme we would need to Adopt the NALC Documents (albeit adapted to suit the needs of this Council). Therefore as this matter has already had a decision made at the February Meeting it has been necessary to obtain three signatures, Document attached at *Appendix 6* from Members, in line with current Standing Orders in order to rescind the last decision made to discuss whether Members wish to look at adopting the NALC documents when they have been adapted – they will be submitted to Members at a future meeting for approval.

15. ALLOTMENTS – SEWERAGE LEAK AT QUEEN ROAD SITE

 Members are advised that a serious sewerage leak occurred at the site on Friday 24th February. Thames Water were called, and have undertaken a clean up of the site. However, there are concerns over the H & S of the site due to contamination by raw sewerage. A letter has been sent to Thames Water together with photos. Copies of this are enclosed for Members information attached at *Appendix 7*. A full verbal report will be given at the meeting. Allotment Tenants have been advised, as has EFDC whose Contractor was due to start construction ground works close to the site imminently.

16. CEMETERY ADORNMENTS ON PLOTS

The Clerk has written twice to Tim Morris during February and once to the Office at ICCM requesting the following:

“Could you advise if there are any Suggested Survey Letters that you could let us have that we could send out to Grave Owners asking for their views before we do anything .

Could you let us have a Couple of suggested sensitive letters that we could send to Grave Owners if we did have to write to ask them to move the items off the graves and the blocks and items kerbing the graves."

The Clerk has been advised by Julie Callender at ICCM that Tim has been away on Annual Leave during February and will contact this Council with his response on his return.

17. NEIGHBOURHOOD PLAN

Councillors will recall that over the past 6 months, a Neighbourhood Plan Steering Group has been managing the Neighbourhood Plan process. As the 'Relevant Body' entitled to create a Neighbourhood Plan, it is the Parish Councils responsibility to agree the best way forward. This Parish Council had previously agreed that a Steering Group should be formed to manage the process on behalf of the Parish Council and local residents in the hope that a real community focused project would ensue. The commitment and input from the Steering Group has been invaluable, however it has become apparent that progress has halted with a failure of the Steering Group to fully understand and agree on the most appropriate process to be followed, with a clear split in the group being recognised and communication issues occurring within the group itself. Whilst it is clear that all the Steering Group volunteers have the benefit of local residents at heart, it is thought that an alternative approach would result in swifter progress and an increase in action, and as such it is **RECOMMENDED** that an alternate structure to manage the Neighbourhood Plan process is agreed – a structure that will allow current Steering Group members to focus on their particular strengths whilst ensuring a more structured approach so that compliance with the relevant regulations are attained. It is hoped that all Steering Group members would agree to continue with their involvement, and form a pivotal part of the process.

18 . DOG BINS BLENHEIM SQUARE

The Clerk has been in communication with Crest Nicholson who have advised that they do not have a Community Fund or any other such fund for the installation of dog bins, especially now that the development has finished. However the Clerk has now spoken to a very helpful person at the Company who has tentatively agreed that the company will pay for two dog bins if they can have a say on their location. It will therefore be necessary to let them have a map of the development with the suggested locations, and to take it from there.

19. AIRFIELD OPEN DAY 2017

The Clerk has been advised that the Open Day on the Airfield will be held on Sunday 16th July 2017.

20. ANNUAL PARISH MEETING

The Annual Parish Meeting, together with the 2016 Civic Awards will be held on Monday 20th March.

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 are currently **NO** confidential items to be considered