



2nd May 2018

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **Annual Meeting** of the **Parish Council** which will be held on **Tuesday, 8th May 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

PLEASE NOTE CHANGE OF DAY FOR THE MEETING

AGENDA

1. ELECTION OF CHAIRMAN 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

2. ELECTION OF VICE CHAIRMAN 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE 🖐

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

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

5. CONFIRMATION OF MINUTES 🖐

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

- the Minutes of the Meeting of the Parish Council held on 9th April 2018

To **NOTE**,

The Minutes of the Parish Hall at Thornwood Common held on the 19th April 2018

The Minutes of the Queens Hall Charity – if Available

All as attached at **Appendix 1**.

6. 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

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 2**.

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

9. PARISH COUNCIL VACANCIES

To **NOTE** there are still Vacancies for 1 Councillor in each of the Hastingwood and Thornwood Common Wards. Members are actively trying to encourage residents from those wards, if possible, to apply for co-option.

The Clerk has placed Notices on the Noticeboards and in the Village Life, also handed out over 70 Notices at the Annual Parish Assembly. Personal approaches have also been made to people who have shown slight interests. Details are also on the Parish Council Website.

10. MEMBERSHIP OF COMMITTEES

 **Vacancies - Members are asked to NOTE that there are currently 3 Vacancies on the Management Committee at the Parish Hall at Thornwood and 4 on the Queens Hall Trustees.**

Last year's Memberships is as detailed on **Appendix 3**

 To **DETERMINE** the membership of the Council's Standing Working Committees as follows -

(a) **Planning Committee** (14 Members)

to meet 1st and 3rd Mondays (usually) subject to plans being available.

(b) **Environmental Committee** (10 but Open to All Members).

to meet monthly during the day, usually four times a year.

(b) (i) **Allotments Sub Committee** (4 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).

(c) **Financed General Purpose Committee** (Open to All Members)

to meet once or twice a year, but always to meet to set the Budget and Precept

(d) **Personnel Committee** (Usually 5 Members)

to meet as and when necessary.

(d) **Emergency Personnel Working Group** (3 Members of the Personnel Committee)
to be able to meet at short notice

f) **Neighbourhood Plan** – Cllr Blanks, Cllr Clegg, Cllr Tyler

11. FLAG

Members are asked if there would be one Member and a Deputy who would assume the **RESPONSIBILITY** for raising and lowering the Flag on ‘Special’ Days such as Syttende Mai – Norway Day, which is on the 17th May and other important events.

12. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 To **NOTE** the dates of the Meetings attached at **Appendix 4**.

The Meeting calendar is attached for Members.

13. REPRESENTATION ON OUTSIDE BODIES


Members are asked to **DETERMINE** the Council's representatives on outside bodies.


Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES		
Outside Body		Current Representation Council Year 2017 - 2018
Parish Passenger Transport Forum		Position Vacant
Norway House		Position Vacant – Usually Chairman of Parish Council
North Weald Village Hall		Cllr Bedford
Queens Hall Charity		Cllrs Bartram, Bedford & Godwin Brown, Jean Juniper
Epping Forest District Council Committees		Usually Clerk & Chairman or Vice Chairman
<ul style="list-style-type: none"> • Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings) • Local Councils’ Liaison Committee – two reps – (clerks may also attend these meetings) • Joint Standards Committee – one rep (but only if your council is a member of this) 		As Above
		Currently Cllr Bedford


14. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded, that they should review their Interests on a regular basis, as such the Clerk is advising Members that on behalf of EFDCs Monitoring Officer *Members are asked to review their current Declaration and that if necessary a new form be completed* and submitted to EFDC this to be done within 28 days of any change. **This is a legal requirement.**

 **The forms are included in your pack . If you need to submit a new Register of Interest Form, please complete and return to the Office no later than Wednesday 16th May, as these must be hand delivered to EFDC before the 18th May.**

 **Elected Members Data Sheets are enclosed in your pack also, please complete a new one for this year this will ensure we have all your correct details.**

15. 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 5: 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

16. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 30th April 2018 and **NOTE** the account balances at the end of the month (**to be tabled**);

Queries from last Meeting:

Payments for A & J Lighting

– Payment for £2386.80 – UKPN Elect Connection Woodside Column

This is for the cost of the Galvanised Column & the Connection Charge by UK Power Networks to disconnect from Old Column and Re-Connect to New Column

-Payment for £2395.20 – Woodside Column Road Closure Costs


This is for the cost of the UK Power Networks to undertake all the necessary works to undertake the Road Closure, Signage and Diversion Route for the Woodside Column.

Payments for Countrycare


-Payment for £358.44 Epping Forest District Council for Higham View Steps

Copy of Quotation which was submitted to Environmental Sub Committee, together with a copy of Notes from that Meeting where the Quote was Agreed by those Members Present (Cllrs: Mulliner, Buckley & Bartram & Members from Countrycare).

b) APPROVAL OF ACCOUNTS

 Attached at **Appendix 6 & 7** is a copy of the Final Accounts for 2017/2018. Councillors are asked to **CONSIDER** the accounts, and to approve them by way of **RESOLUTION**. Ideally, any queries should be raised with the Clerk or PFO prior to the meeting.


c) EXTERNAL AUDIT

 Councillors are asked to note that the date on which the External Audit must be approved by the Parish Council is 11th June 2018. This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda at **Appendix 6 & 7** is a copy of the Annual Governance and Accountability Return (AGAR). Council is now asked to:

- a) Note the ongoing review of the effectiveness of the system of internal control
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is 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 4th June and 13th July, and that the relevant notices will be erected prior to this date.

17. CORPORATE GOVERNANCE / POLICY DOCUMENTS

 To **NOTE** that the following documents which are attached at **Appendix 8** have been updated:


- Business Recovery Map – A One Page Document
- Financial Risk Assessment – A Six Page Document
- Constitution – A Three Page Document
- Business Continuity Management Plan – A Three Page Document

Members are asked to review and **ADOPT** these Documents as Policy Documents.

18. NEIGHBOURHOOD WATCH

Two Years ago the Parish Council agreed that the sum of £500 would be set aside for the Parish Neighbourhood Watch Scheme. Unfortunately due to the untimely passing away of the local co-ordinator, this money was never taken up and has been in the Parish Councils funds. There is now a new co-ordinator in place, and who is very active in signing up new Road Co-ordinators etc. Therefore the Parish Council has been asked to release the funds that they have been holding. Members are therefore asked to **AGREE** this request.


19. GENERAL DATA PROTECTION REGULATIONS (GDPR)

 Members are asked to **NOTE** the Report attached at **Appendix 9**, regarding GDPR, and the recent Notification and Policy changes made by Government. Further discussion will be necessary at the meeting and a **DECISION** will be necessary on how we move forward in this matter.

20. INVITATION TO ALL NEWLY ELECTED DISTRICT COUNCILLORS AND CURRENT SERVING COUNCILLORS TO MEET WITH PARISH COUNCILLORS.

Members **AGREED** at the last meeting that an invitation should be sent, as per the above, Members are asked to check their Diaries, for three suitable dates prior to the end of July which could be given as being suitable, to the Councillors in order to facilitate this meeting.

21. EFDC PLANNING DELEGATIONS CONSULTATIONS

 Members are asked to **NOTE** the Parish Councils comments and the Districts Councils responses as attached at **Appendix 10**.

22. QUEENS ROAD ALLOTMENTS


Members are asked to **NOTE** that there have been some concerns with regard to water supply at the allotment site. The Clerk is currently liaising with Officers from EFDC on this matter and a verbal report will be given. Also Essex Radio featured the new Community Orchard which is almost finished on its Sunday Morning Radio Programme – Essex Quest as one of its clues. The Clerk and

the Vice Chairman, and the Allotment Warden were in attendance, and a short interview was given to the radio. A formal opening of the Orchard is now being organised for a date in the Summer.

23. ESSEX COUNTY COUNCIL LIBRARY SERVICES AGREEMENT (SLA)

Members are advised that the Clerk met with the Area Supervisor Karen Prentice regarding the SLA, a couple of amendments have been made and the SLA will be reviewed again in 6 months time.

24. RAF 100 – AIRFIELD EVENT 10TH JUNE 2018

 Some Members of the Parish Council attended the event at the District Council Offices on the 24th April where the Freedom of the District was bestowed on 56 Squadron RAF.

Members are reminded of the Event to be held on the 10th June, a copy of a Press Release and a Map from District Council are attached at *Appendix 11*. This will be followed by a Community Picnic on the Green by the Control Tower on the Airfield. The Parish Council has **AGREED** that it will have a Gazebo at the Picnic. Members are asked to **CONSIDER** what theme they would like to be in the Gazebo. It has been suggested that we provide an Afternoon Tea theme for the Veterans and Councillors and those residents who may wish to visit and ask questions or make enquiries of the Councillors and Parish Staff.

25. MEDICAL CENTRE (THE LIMES) – WHEELERS FARM GARDENS

Following recent correspondence sent to Alex Burghart MP and Jeremy Hunt MP, the Clerk has received the following email from Lorraine Tutt at the NHS:

*I am writing to inform you that a pre commencement meeting has taken place with the contractor and The Limes medical centre, I am pleased to notify you that works will commence on the 2nd May 2018 for the refurbishment of North Weald Surgery the works will take approximately 8 weeks to complete. Members are asked to **NOTE** these details.*

26. STREET LIGHTING TESTING – PERIODIC MAINTENANCE REPORT

The Report has now been carried out and been provided to the Parish Council. Details of this will be given verbally to Members at the Meeting.

27. FUND RAISING EVENT AT THE PARISH HALL THORNWOOD

Shirley Hawkins, Vice Chairman of the Parish Hall is looking to hold a fund raising event on Sunday 17th June to raise funds for the hall. This would involve the Hall and the Field and would include a Dog Show. Members are asked if they would give **PERMISSION** for this event and for the use of the Hall free of charge. If this was successful it could be organised as a regular event with a proportion of funds going to the Hall.

28. NEW DOORS FOR THE PARISH HALL

It was **AGREED** that new Doors would be purchased by the Parish Council from the List of Agreed Items on the Precept, we have received 2 Quotations, details of which will be tabled at the meeting, Members are asked to make a **DECISION** on which quote they prefer.

29. BENCH TO BE INSTALLED AT PARISH HALL

Members are **ADVISED** that the Bench to Celebrate the life of former Councillor and Chairman Cyril Hawkins will be installed and unveiled at the Meeting on the Parish Hall on Thursday June 7th at 7.15pm at the Parish Hall Meeting. All Members are invited.

30. HASTINGWOOD VILLAGE HALL – SUMMER AFTERNOON TEA PARTY EVENT

📄 Members are invited to the Hasttingwood Village Hall Summer Afternoon Tea Party on Sunday 20th May from 3 – 5pm. An Invitation is included in your pack.

31. MEETING WITH EFDC 10TH APRIL 2018 🖐️

As reported at the previous meeting, both the Clerk and PFO had been invited to attend a meeting at EFDC on 10th April to discuss a number of matters which included the future Masterplanning in the Parish. During this meeting, representatives from EFDC gave a brief update on the current status of the Local Plan with regard to the Judicial Review taking place in May, and discussed that going forward they would like to have a joined up approach, which included the Parish Council, regarding the Masterplanning exercise due to be completed for North Weald Bassett. EFDC is aware of the work and reports being created for the Parish Council regarding the Neighbourhood Plan, and felt that a joined up approach with a representative of the Parish Council being invited to attend Masterplanning process meetings going forward would be beneficial for all parties. The Clerk will provide a further update at the meeting, after which Councillors will be asked to **CONSIDER** the way forward.

32. 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