



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

7th May 2014

TO: ALL COUNCILLORS

You are hereby summoned to attend the **Annual Meeting** of the **Parish Council** which will be held on **Monday, 12th May 2014**, 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. 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 7th April 2014, and to acknowledge a copy of the **draft** minutes of the Thornwood Common Village Hall and Playing Field Management Committee 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 oral 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. MEMBERSHIP OF COMMITTEES

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.

(c) **Allotments Sub Committee** (4 Members)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day.


(d) **Finance and General Purpose Committee** (Open to All Members) to meet once or twice a year.

(e) **Personnel Committee** (6 Members) to meet approximately four times a year, and when necessary.

(f) **Emergency Personnel Working Group** (3 Members) to be able to meet at short Notice.

In order to maintain consistency Members who were already on a Committee during the previous year, will be asked if they wish to be a member of the same Committee for the current municipal year.

10. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 To **NOTE** the dates of the Parish Council Meetings as below:

Monday 2nd June

Monday 7th July

August – No Meeting

Monday 1st September
 Monday 6th October
 Monday 3rd November
 Monday 1st December
 Monday 12th January
 Monday 2nd February
 Monday 2nd March
 Monday 13th April (As Monday 6th is Bank Holiday)
 Monday 11th May (As Monday 4th is Bank Holiday)

11. 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 Body	Council Representatives During 2013/2014
Parish Passenger Transport Forum	Position Vacant
Neighbourhood Action Panel	Councillor Hawkins Councillor Eldridge Councillor Collins Councillor Bartram Councillor A Grigg Councillor Mulliner Councillor Bedford
Norway House	Councillor Hawkins Cllr Godwin Brown
North Weald Village Hall	Cllr N Bedford
EFDC Local Councils' Liaison Committee	The Clerk and the Chairman are automatically Members of this Cttee
Bassett Memorial Charity It is the Clerks understanding that the Charity has not registered the change to the number of Trustees appointed by the Parish Council to the Charity Commission* (see attached email)	Cllr Godwin Brown Cllr Bedford Cllr Bartram #Cllr McCormack #Cllr Hawkins Mrs Sheila Jackman #Appointed after the meeting

Emergency Planning	There are currently *2 Trustee positions Vacant 2 positions
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12. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded, that it is necessary for them to review their Interests on a regular basis, as such the Clerk holds copies of a Revised Declaration of Interests form. Therefore, on behalf of EFDCs Monitoring Officer, Members are asked to review their current Declaration and if it is necessary that a new form be completed and submitted to EFDC, this must be done within 28 days of any change. **This is a legal requirement.** Members are also asked to advise of any changes to the personal details such as address, email, telephone etc, in order that these can be amended also. A copy of the email from the officer at EFDC is enclosed for Members information at *Appendix 4*.

13. 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*

- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports
- d) Highways Reports – Now included in Councillors Packs for information
- e) Councillors Reports
- f) Environmental Issues – Cllr Mulliner
- g) Neighbourhood Action Panel Minutes – Are available from the Clerk if required
- h) Thornwood Village Hall – Health & Safety Legislation – As Per the enclosed Comments received from the last meeting of the Thornwood Common Village Hall & Playing Field Committee- (extract from the draft minutes enclosed)

14. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of cheques which were signed up to 30th April 2014 and **NOTE** the summary of income received and the account balances at the end of the month. *(to be tabled)*

b) Internal Auditors Report

Members are asked to **NOTE** the report of the Internal Auditor as detailed on *Appendix 6* and to take any action deemed necessary thereon.

c) Formal Approval of the End of Year Return

Members are asked to formally agree the end of year Annual Return together with the figures and comments thereon as attached at *Appendix 7*.

15. CAR PARK AT THORNWOOD COMMON VILLAGE HALL

The Clerk has been advised that grant applications are open via the Essex County Council Community Initiatives Fund. The Clerk will be applying for a grant to re-surface the car-park. It should be noted that a £1,000 donation has been received from the Epping Spiritualists. A letter has been sent thanking them for their kind donation.

16. QUIZ NIGHT TO RAISE FUNDS FOR WORKS ON WILLOW TREE ON WEALD COMMON – ORGANISED BY NORTH WEALD VILLAGE HALL AND NORTH WEALD BASSETT RURAL PRESERVATION SOCIETY

Members are asked if the Parish Council would like to organise a team of eight to support this event – details are 30th May – 7.00pm start - Tickets £8 per person (this includes a Ploughman’s Meal) A Licensed bar will be available.

17. APPROVAL OF 2013/2014 ACCOUNTS 🖐

Members are asked to formally APPROVE the Parish Council accounts for the period 2013/2014. A copy of the Accounts are attached to the agenda at *Appendix 8*.

18. FORMAL APPROVAL OF 2014/2015 PRECEPT 🖐

Following the Internal Audit which took place on 1st and 2nd May, it was noted by the Auditor that the 2014/2015 precept and Council Tax Support Grant figures were not formally recorded in the minutes of a Parish Council meeting (even though formal approval of the F&GP Minutes which details the agreed figure was recorded). Council are therefore asked for formally APPROVE the Precept for 2014/2015 as being £138,737, with an expected Parish Support Grant of £12,464.

19. FLYING THE FLAG ON THE 17TH MAY – NORWEGIAN CONSTITUTION DAY 🖐

Members are reminded that the 17th May is the National Day of **Norway** and is an official national holiday observed on **May 17** each year – the Parish Council usually flies the flag in recognition of this Parishes ties with Norway on this.

20. 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