



4th May 2016

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **Annual Meeting** of the **Parish Council** which will be held on **Monday, 9th May 2015**, 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
- the Minutes of the Extraordinary Meeting held on the
- the Minutes of the Personnel Meeting held on the

To **NOTE**,

The Notes from the 100 Years of North Weald Bassett held on the 13th April 2016

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 (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.

9. MEMBERSHIP OF COMMITTEES

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) **Finance and General Purpose Committee** (Open to All Members)

to meet once or twice a year

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

to meet as and when necessary.

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

(e) **Forward Planning Committee** – Members to consider if they still wish this committee to go ahead – or should it be replaced by Members to part of a Neighbourhood Area Plan Committee.

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 Meetings attached at **Appendix 4**.

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	Current Council Representatives During 2014/2015
Parish Passenger Transport Forum	Position Vacant
Norway House	Cllr Hawkins as Chairman of Council Cllr Mrs E Godwin Brown as Reserve
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	Cllr Godwin Brown Cllr Bedford Cllr Bartram There are currently 5 Trustee positions Vacant

12. 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.*

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**

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 – Cllr Anthony Jackson** - The County Council has received, and continues to receive, a number of requests for Traffic Calming Measures and Yellow Line Requests. In order to look at these in a pragmatic and realistic manner, Cllr Jackson has asked for the Parish Councils to report as to any areas that they feel, within the Parish, would benefit from either Traffic

Calming or Yellow Lines, and that could be investigated by the Local Highways Panel, if any of those areas were brought to the County Councils attention.

COUNCILLORS REPORTS

- **Councillor Godwin Brown** has been conversing with June Bevan –Community Agent, Members are asked to **CONSIDER** whether they wish to receive a short presentation on the role of Community Agents at one of the forthcoming Parish Council Meetings, either June, July or September.
- **Councillor Bedford – Princess Alexandra Hospital, Harlow.** In the Absence of Councillor Bedford a copy of an email is attached at **Appendix 6** for Members consideration.
- **Cllr Mulliner – Environmental Issues** - To **RECEIVE** a Report on any Environmental Matters.

OTHER REPORTS/MATTERS

- a) **Highway Matters – this item will be on the June Agenda**
- b) **Parish Hall at Thornwood Common**
 - **Request to Hire the Field & Hall Thornwood Festival by the Thornwood Festival Committee – Charity Event – The Field will need to be closed for one day on the 26th June.**
- c) **Hire of Thornwood Playing Field for Children’s Roundabouts – Private Individual on 10th, 11th, and 12th June or 8th, 9th and 10th July – The field would need to be closed for 3 days. Members are asked to CONSIDER if they wish to Hire out the Thornwood Common Playing Field for this.**
- d) **Use of Metal Detector on Thornwood Playing Field – Councillor Spearman to Report**
- e) **Letter from local Resident** - asking for permission to include reference to parking at the Parish Hall at Thornwood Common in his book that he is having published. Request attached at **Appendix 7.**
- e) **Vacancies on Parish Hall at Thornwood Committee – Members are asked to NOTE that there have been two Resignations from the Parish Hall at Thornwood Committee and to bear this in mind when determining that Committee.**

14. FINANCIAL REPORTS


a) **List of Cheques & Monthly Statement of Accounts**

To **APPROVE** the lists of payment which were made up to the 30th April 2016 and **NOTE** the account balances at the end of the month. *(to be tabled)*

b) **Notice of Internal Audit**

Members are **REMINDED** that the Internal Auditor will be in attendance on the 11th May.


c) **Approval of Accounts**

 Members are advised that the Parish Council Accounts for the Municipal Year 2015 – 2016 are attached at **Appendix 8**. Members are asked to review these accounts prior to the meeting, and if they have any queries or concerns to please contact the Clerk or the Principal Financial Officer as soon as possible to enable the meeting to run swiftly. Members will then be asked to **AGREE** the accounts.

d) **Notice of Audit**

Members are advised that the Council has been called to Audit by the External Auditor on the 13th June. The Statutory Notices advertising the Audit will be affixed to the Council’s Noticeboards at the appropriate times.

e) **LGA EMPLOYER DISCRETIONARY POLICY**

 On 1st April 2015, the Local Government Pension Scheme (LGPS) was amended so that benefits accruing for service after 31st March 2014 will accrue on a Career Average Re-valued Earnings (CARE) basis rather than on a final salary basis. As a result of these changes, scheme employers

(of which North Weald Bassett Parish Council are one) will have to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to members of the CARE Scheme. This relates to employees (and former employees) pension benefits. The reason employers have the discretion in these matters is because if they exercise a discretion (i.e. say yes) then there is usually a cost payable by the employer (referred to as the financial strain). The reason the Parish Council needs to have a policy statement is in case one of its employees, or former employees, asks it to exercise one of the discretions.

The LGPS Regulations 2013 stipulate this requirement in five areas, namely:

- Voluntarily contributing, via a Shared Cost Additional Pension Contribution (SCAPC) contract, towards extra annual pension a member wishes to purchase (either by regular ongoing contributions or a one-off lump sum);
- Flexible retirement;
- Waiving all or part of any actuarial reduction when a member chooses to take their benefits prior to their normal pension age;
- Award of additional pension (at whole cost to the employer) to an active scheme member (or within 6 months of leaving to a member whose employment is terminated on the grounds of redundancy or business efficiency); and
- Switching on the '85 year rule' for members who would otherwise be subject to it but who choose to voluntarily draw their benefits (other than on the grounds of flexible retirement) on or after 55 and before age 60.

The Employer (NWBPC) needs to ask itself what decision it would make if one of its employees asked it to exercise its discretion. Attached to the agenda At **Appendix 9** is a draft policy statement for Members **CONSIDERATION** and adoption.

15. NEIGHBOURHOOD PLAN

Following on from the March Meeting an extension of time was given so that further advertising of the Neighbourhood Plan throughout the Community could be undertaken. This has now taken place and the current number of residents and local people who have registered an interest in the Neighbourhood Plan is in excess of three hundred. Members are now asked to **CONSIDER** this matter. The Personnel Committee looked at this matter at considerable length at their recent meeting and considered staffing resources if the Parish Council went forward with the Plan, details of which are within the Minutes of the Personnel Committee. Members are now asked to **CONSIDER** the following:

- whether or not they wish to **PROGRESS** the Neighbourhood Plan
- If So, Will they Ratify the Recommendations of the Personnel Committee with regard to the Staffing for the Expected Three Year Period.

16. LICENSE TO INSTALL A DOG BIN ON LONDON AND CONTINENTAL LAND (PEER GROUP) LAND AT SKIPS CORNER.

Peer Group have requested that the Parish Council move the dog bin, owned by the Parish Council, from its current location, to a new suggested location, as per the attached letter, photos and subsequent emailed plan as detailed on **Appendix 10**. The License which is issued by London & Continental enables the Company to terminate the original License and issue a new one, at no cost whatsoever to them. Members are now asked to **NOTE** this matter.

17. BUS SHELTER THORNWOOD COMMON

Following the knocking down of the bus shelter by a vehicle over the Easter Period, the Council has now received quotations from the Parish Councils preferred installer. Cllr Clegg met with a representative of the Company on site last week regarding the installation of a different style of Shelter, Cllr Clegg will give a brief resume of the visit . The Clerk has included a copy of the email from the Company for Members information.

18. 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

