



29<sup>th</sup> October 2018

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A Meeting of the Parish Council will be held on **Monday 5<sup>th</sup> November 2018**, in 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*

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### 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 A COUNCILLOR** 🙋

📄 To Co-opt a Councillor for Hastingwood Ward. As Members will be aware despite advertising the Vacancy for over a year we have been unable to fill the Vacancy for the Councillor for Hastingwood. Attached is a short Application Letter at **Appendix 1A** from a resident who has advised that they have an interest in all three Villages and would be happy to fill the Hastingwood Village Ward Vacancy. Member are asked to **CONSIDER** the Co-Option.

**4. CONFIRMATION OF MINUTES** 🙋

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

The Minutes of the Meeting of the Parish Council held on 1<sup>st</sup> October 2018

The Minutes of Environmental Meeting of the Parish Council held on the 26<sup>th</sup> September 2018

The Minutes of the Personnel Meeting held on the 19<sup>th</sup> October 2018

To **NOTE**

The Minutes of the Meeting of the Parish Hall at Thornwood held on 4<sup>th</sup> October 2018

The Notes from the Meeting between District & Parish Councillors held on 24<sup>th</sup> September 2018

The Notes from the Remembrance Sunday Events held on the 26<sup>th</sup> September 2018

All as attached at **Appendix 1**.

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## 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*

## 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 **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.*

## 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 3: 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 – Highways Highlights 
- e) Parish Councillors Reports
- f) Queens Hall Charity – Approve the Appointment of Dawn Wood, Helen Gould & James Alan Prior as a Parish Council Appointed Trustees, and to receive a verbal update from the Clerk
- g) Neighbourhood Plan Steering Group Verbal Report From Meeting with Developers on Saturday 20th October 2018
- h) EFDC Local Plan – Verbal Update  
- Examination in Public

## 9. FINANCIAL REPORTS

a) List of Payments, Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 31<sup>st</sup> October 2018 and **NOTE** the

account balances at the end of the month (*to be tabled, the Cheque list will be emailed to Councillors prior to the meeting if the relevant information has been received enabling this to be actioned in this manner.* )

**b ) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM** 

No work has been carried out on GDPR this month. However works to remove the storage garages at The Parish Hall at Thornwood have begun, and the work to install the new storage container will begin shortly. Add to this the Report from the Personnel Committee regarding the proposal to recruit an additional member of staff, currently for an initial 6 month contract. These will then make the GDPR work easier.

**c) INTERNAL AUDIT**

It is expected that the Internal Auditor will be in attendance at the Parish Council Office on Wednesday 28<sup>th</sup> November. All Councillors are reminded they can attend to speak with Auditor and discuss Parish Council matters. Please advise the Clerk if you wish to attend in order that a suitable time can be arranged.

**10. DEFIBRILATOR – NORTH WEALD**

The Defibrillator has now been installed on the wall of the Methodist Church in the High Road North Weald. It is now operational. Cllr Mulliner has agreed to undertake the weekly and monthly visual checks and report these back to the office, in order that these can be reported on to the WEBMOS System. A small opening ceremony is currently being arranged.

**11. CHRISTMAS LIGHTS IN THE PARISH** 

The Christmas lights in North Weald will be turned on during December. Members are asked to confirm a preferred date for this. Thornwood's lights will be switched on in time for their Carol Service which will be held on the 9<sup>th</sup> December at 4pm December. Member's are asked if they would **CONTRIBUTE** £40 towards a Christmas Tree and lights in Hastingwood Village Hall. They do not have a tree or lights in this village and have not received a contribution towards a Christmas Tree or Christmas Lighting in the past.

**12. REMEMBRANCE SUNDAY EVENTS**

All the relevant details are being actioned for the Events at the Debt of Honour and for the Lunch. At the time of compiling the Agenda there are fifty attendees for the Community Luncheon. We are expecting over 35 Wreath Layers at the Debt of Honour. This year, the 100<sup>th</sup> Anniversary of the RAF we are very honoured to have a representative of the family of Wing Commander Tom Neil DFC and Bar, AFC, AE who sadly died on 10th July 2018. The Wing Commander first came to RAF North Weald in September 1940; as a 20 year old RAF Pilot Officer at the height of the Battle of Britain. Although going on to fly more than 140 missions and shoot down 14 enemy planes during World War Two, he is rightly best remembered as one of "The Few" - the pilots who fought for our freedom in the epic summer of 1940. A Wreath will be laid in his honour.

Lieutenant Colonel Henning Hansen Homb Commanding Officer Air Force Base Bodø and 132 Air Wing Bodø Group will be attending also, and will be representing both the Norwegian Defence Attache and the Royal Norwegian Airforce.

The Parish Council Staff have also carried out all the typing and printing of the Service Sheets and the Service Pamphlets for the Royal British Legion Service at the Parish War Memorial in the Churchyard. The Cleaning of the Parish War Memorial in the Churchyard has also been arranged

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prior to the Service. Cllr Mulliner's wife Mrs Margaret Mulliner has also been very involved this year and will be handing out the pamphlets and service sheets on the day.

### 13. ASSETS OF COMMUNITY VALUE

Members will be asked to decide whether or not they feel that North Weald Library should be made an Asset of Community Value. Also to decide if there are any other land or buildings they would like to nominate. Further details regarding the process will be given at the meeting.

### 14. LEVEL 2 TREE ASSESSMENT

 Following concerns raised by a Councillor together with discussion at the Environmental Committee regarding two trees on land adjacent to the Parish Allotments at Thornwood (unregistered land). The Tree Assessment due in 2019 was brought forward to 2018, and carried out in October under Health and Safety, to identify whether or not there was an issue with these two trees or indeed any of the other trees that the Parish Council have inspected, this was due to the fact that as these trees had now been identified that they could be a potential hazard to allotment tenants, and also due to the fact that 2018 has had a very hot and dry Summer.

The Report is included at **Appendix 4** for Members perusal. Member are asked to **CONSIDER** what action they wish to take.

### 15. STORAGE CONTAINER TO REPLACE GARAGES AT THE REAR OF THE PARISH HALL THORNWOOD

The Clerk has been advised (verbally) that as the Storage Container is replacing the garage which is already in situ, that a Planning Application is not necessary. The Clerk received the following comment from the Planning Officer in a recent email. *“My opinion is the stationing of a container for ancillary storage purposes to the hall in the position of existing redundant garages would not amount to a material change in the use of the land and therefore is not development requiring planning permission”*.

### 16. ADVERTISING BOARD ON THE PLAYING FIELD / COMMON AT THORNWOOD

Work on the Advertising Board for the Parish Hall at Thornwood is continuing. Cllr Mrs Crosby is undertaking the design and sizing of the board together with the details. Once this is to hand the Clerk will then submit a Planning Application. The cost of the Planning Application is just under £460. At the time of writing the agenda we do not have a cost for the manufacture of the sign or the structure or the erection of the sign.

 Members are asked to **APPROVE** the cost of the Planning Application which is currently the only cost available at the time of compiling the Agenda.

### 17. ANNUAL PARISH COUNCIL ASSEMBLY

The 2019 Annual Parish Council Assembly is scheduled for to be held during March 2019 (2019 being an election year for Councillors). Whilst this is not a council meeting, however all Parish councillors are expected to attend. The Council is asked if it wishes to change from its usual format, which is the delivery of the Annual Report by the Chairman followed by presentation of the Civic Awards. We could also include the invitation to local groups and organisations and voluntary groups who could mount displays at the event to attract more attendees, and to give it more of a Parish Community feel. A guest speaker could also be invited and suggestions are also welcomed in this regard. The meeting is usually concluded with refreshments and an opportunity for members of

the public to speak informally with their councillors. Local businesses which have in the past supported the local community could also be invited. Members are asked for their **COMMENTS** on this item.

### 18. PASSENGER TRANSPORT MEETING

The recent Passenger Transport Meeting was held on the 18<sup>th</sup> October at Epping Town Council Offices, this meeting was attended by Cllr Crosby as a Parish Council representative who raised the issue of fare charging in Thornwood with Trusty Bus. Her feedback was that the meeting was very positive and she was able to raise the fare charging issues with Trusty Bus, who were present at the meeting. Cllr Crosby has put a Thornwood resident and the bus company in touch to hopefully, fully resolve this issue. It is understood that the next Passenger Transport meeting will be held sometime during March/April 2019.

### 19. LIMES MEDICAL CENTRE

 The Clerk was asked to contact the Limes Medical Centre regarding the length of time it was going to take to continue the work to the Surgery in North Weald, and who would be running the surgery at the completion of the works. A copy of the email that the Clerk has received is attached at **Appendix 5** for Members information.

### 20. THORNWOOD SPEEDWATCH AND SPEED GUN

Cllr Crosby has been liaising with local Speed Watch volunteers and the Safer Essex Roads Partnership (SERP) regarding the acquisition of Speed Gun. She has been advised by the SERP that they are recalling a couple of speed guns so hopefully it will be known early November if Thornwood Speed Watch will get one. If so Thornwood would share with North Weald if not, and bearing in mind how long it will take to get one then Cllr Crosby would like to ask the Parish Council to consider buying a speed gun for use by all three wards (at a cost of £805).

### 21. EPPING FOREST DISTRICT COUNCIL CITIZEN OF THE YEAR AND YOUNG CITIZEN OF THE YEAR

Members are reminded that EFDC are looking for nominations for their Citizens of the Year Awards. The Closing date for nominations is 30<sup>th</sup> November. Members can contact the Clerk for further details, details are also available on the EFDC website.

### 22. THORNWOOD VILLAGE DAY

Cllr Crosby has advised the Clerk that she wishes to start fundraising for the Thornwood Village Day. As she would like to do this as a Parish Councillor and she would be approaching businesses she has asked that this matter be placed on the Agenda so that she has the endorsement of the Parish Council to take this action.

### 23. BUDGET & PRECEPT MEETING

Members are advised that the Budget and Precept Meeting will be held on Monday 17<sup>th</sup> December in the North Weald Library, following the Planning Meeting. Members are asked let the Clerk have full details of any items that they wish to be placed on the List of Items to Be Considered for this meeting, at least **TEN days prior to the Pre Budget & Precept Meeting. Would Members please provide full details of the item, full cost, where it is to be located and whether they believe any permission would be needed if the item is not on Parish Council owned Land, or Land which the Parish Council has control over. This year the Parish Council will be holding a Pre Budget & Precept Meeting on Thursday 13<sup>th</sup> December at 10am (the meeting is expected to last for no**

more than two hours). This will be held in the Lounge at North Weald Village Hall. This will enable all Members to have a full understanding of all the paperwork that has been produced, and will ensure that the Meeting on the 17th will be able to proceed and progress in a timely manner, with Members have a full understanding.

#### 24. 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