



# North Weald Bassett Parish Council

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Clerk to the Council  
Susan De Luca

2<sup>nd</sup> November 2016

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**TO: ALL COUNCILLORS**

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday, 7<sup>th</sup> November 2016**, 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**

**PLEASE NOTE THE TIME OF THIS MEETING**  
*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. CONFIRMATION OF MINUTES** 🖐

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

- the Minutes of the Meeting of the Parish Council held on 3<sup>rd</sup> October 2016
  - The Minutes of the Extraordinary Meeting held on the 29<sup>th</sup> September 2016
- and to note

- the Minutes of the Parish Hall Thornwood Common held on 6<sup>th</sup> October
- the Notes of the Remembrance Sunday Meeting held on 29<sup>th</sup> September
- the Notes of Local Plan Discussion Meeting held on the 16<sup>th</sup> October

all as attached on **Appendix 1**.

**4. 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*


**5. 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.*

**6. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT** 🖐

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 To **NOTE** The Clerks Report for this month, as attached on **Appendix 2**.

## 7. 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


e) Cllr Mulliner – Environmental Issues - To **RECEIVE** a Report on any Environmental Matters.

f) Councillors Reports


 Written Report from Cllr N Bedford who attended the EFDC Joint Standard Committee & the Meeting of the EFDC Local Liaison meeting (Clerk also in attendance at this meeting).

## 8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

 To **APPROVE** the lists of payments which were made up to the 31<sup>st</sup> October 2016 and **NOTE** the account balances at the end of the month. (*to be tabled*)

## 9. SAFEGUARDING POLICY VILLAGE HALLS

 The Clerk has been made aware that it is now necessary for Village halls to have a Safeguarding Policy in place. Coleen O'Boyle, the District Council's Senior Solicitor has drawn up a policy and has advised that this should be used by Village Halls within the Epping Forest District. It should be attached to the Halls Booking Forms. The Clerk has attached a copy of the Safeguarding Policy at **Appendix 4** for Members. A copy of this final Safeguarding policy was forwarded to the Chairman of both the North Weald Hall and the Queens Hall Charity with a recommendation that this policy be used. The implications for Parish Council appointed Trustees may be relevant if the Policy is not used and those trustees should seek advice from Coleen O'Boyle, directly.

## 10. INSURANCE MATTER

At the Planning Committee Meeting held on the 17<sup>th</sup> October, the Clerk advised Members that she had been instructed by the Parish Council's Insurance Company to notify Members (at the earliest opportunity) that a letter and claim form had been received from a No Win No Fee company of solicitors. An accident allegedly happened on land situated on the Memorial Playing Field which is covered by the Queens Hall Charity's Insurance. The Clerk confirmed that all the relevant papers had been submitted to the relevant companies. The Parish Council's Insurance Company confirmed that the claim would be highly unlikely to be successful as this land was not under the control of the Parish Council. No further action was necessary by the Parish Council.

**11. CCTV AT WEALD COMMON PLAYGROUND** 

The Clerk has received an email from North Weald Mums confirming that they now have all the funding in place to go ahead with the CCTV at the Play Area – this will include the contribution agreed by the Parish Council.

**12. NEIGHBOURHOOD PLAN STEERING GROUP** 

At the 24<sup>th</sup> October 2016 meeting of the Neighbourhood Plan Steering Group, Members agreed that, in light of the recent legislative changes, the Parish Council should consider applying to alter the Designated Neighbourhood Area to include the excluded Hastingwood Area, subject to this not delaying the Neighbourhood Plan process. Further details will be made available at the meeting.

**13. REMEMBRANCE SUNDAY EVENTS**

Planning is well underway, as members will see from the Remembrance Sunday Notes attached. Unfortunately, this year, we will not have the Norwegian Defence Attaché or the Norwegian Airforce in attendance, however Sue Keane, Inge Ovstedal's daughter, has kindly accepted the Chairman's invitation to lay the wreath this year, on behalf of the People of Norway, so they will be represented. Lunch numbers are slightly down on last year, especially with only very few Royal British Legion Members in attendance this year. The police will **NOT** be closing the road. The Chairman has taken a letter into Bookers regarding the Car Parking and the North Weald Airfield Museum has been contacted regarding electricity and the lectern.

**14. FORTHCOMING EVENTS**

- 1) **St Andrews Church is having a Church Event at St Andrews School on 19<sup>th</sup> December – please contact Father Rodley for further details.**
- 2) **There will be a Carol Service & Lighting of the Christmas Tree in Thornwood Common Parish Hall on Sunday, 4<sup>th</sup> December at 4.00pm**
- 3) **Committee Fund Raising Lunch Event at the Parish Hall Thornwood Common Sunday, 20<sup>th</sup> November from 12.30pm 'first come – first served basis'.**
- 4) ** Hastingwood Village Hall Open Day – Sunday, 20<sup>th</sup> November 2pm – 4pm – Celebrate the opening of the completion of the new Extension – Mince Pies & Mulled Wine will be served – The Parish Council will have a stand there advising on the local plan. As Attached at Appendix 5.**

**15. 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