



# North Weald Bassett

PARISH COUNCIL

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Clerk to the Council

Susan De Luca

31<sup>st</sup> October 2017

**TO: ALL COUNCILLORS**

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 6<sup>th</sup> November 2017**, 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 5th October 2017

To **NOTE**,

The Minutes of Environmental Meeting held on the 18<sup>th</sup> October 2017

The Minutes of the Queens Hall Charity – held on the 19<sup>th</sup> September 2017

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. COUNCILLOR VACANCY


The Clerk has been advised by EFDC that following the death of Cllr Cyril Hawkins, Thornwood Common Ward, the relevant Notices of Vacancy have been posted and no request for an election have been received. The Council is now in a position to Co-Opt. This will be therefore be an Agenda Item on December Agenda.

## 9. VACANCIES ON PARISH HALL COMMITTEE & QUEENS HALL CHARITY COMMITTEE

Members are advised that there are a number of Vacancies on these committee(s) 3 on the Parish Hall


Committee and ( 3 ) on the Queens Hall Charity. Any Member who wishes to be appointed to either please contact the Clerk.

## 10. 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.

## 11. 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) Parish Councillors Reports

f) Neighbourhood Plan & Local Plan – Update

## 12. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31<sup>st</sup> October 2017 and **NOTE** the

account balances at the end of the month (*to be tabled*)

**b) Internal Audit**

Members are advised that Stuart Pollard – The Council’s Internal Auditor will be in attendance on Wednesday 29<sup>th</sup> November to carry out the Council’s Interim Audit.

**13. REMEMBRANCE SUNDAY EVENTS**

A verbal report will be given on the Sundays Remembrance Sunday Events, together with the Dedication of the Bench following the Service at the Debt of Honour.


**14. EPPING FOREST DISTRICT COUNCIL DRAFT LOCAL PLAN**

To Receive a Report regarding the Timeline and other associated matters in relation to the Epping Forest Draft Local Plan.

**15. DEFIBRILATOR**

The Clerk has received notification from the Vets that they would not be willing to place a Defibrillator on the outside of their property, as such she has written to the Chemist to see if he would be willing, a response is awaited.

**16. LIMES SURGERY AT WHEELERS FARM GARDENS**

 The Clerk has written to the Limes Medical Centre to ask what was happening with regard to the closure of the Surgery at Wheelers Farms Gardens, and as to when it was going to re-open. Please find the response from the Limes attached at *Appendix 4*

**17. GARDEN AT THE PARADE OF SHOPS **

The Clerk is concerned that the removal of the Telephone Box by BT which is adjacent to the New Garden, which was expected to be removed in October ’17 has not yet been carried out. Following lengthy research it is now understood that we have to make an official complaint to OFCOM, Members are asked if they wish to the Clerk to make this complaint.

**18. DATA PROTECTION ACT – DATA PROTECTION TRAINING – DATE SUITABLE FOR ALL MEMBERS 2018 **

Members are advised that following the Data Protection Audit which was carried out on the 9<sup>th</sup> August,

the results of which were advised to Members at the October meeting.

Included in this Report was the necessity for Training to be undertaken by All Councillors together with anyone from the Council Committees who handle sensitive information. Therefore a date needs to be *AGREED* .

**19. BOUNDARY CHANGES -BRENTWOOD & ONGAR CONSTITUENCY **

Details of the proposed Boundary change from Brentwood and Ongar can be seen via this link and there are further details on the attached Eastern Revised Proposals Summary as attached at *Appendix 5* - <https://www.northweald-pc.gov.uk/news/parliamentary-constituency-mov/>. Members are asked if they wish to comment.

**20. INVITE TO ATTEND A MEETING WITH ALEX BURGHART, MP ON 17<sup>TH</sup> NOVEMBER AT JUBILEE PARK PAVILION ONGAR**

Members have been invited to attend this event on Friday 17<sup>th</sup> November between 9.30am 11.00am. Please advise the Clerk if you wish to attend.

**21. REQUEST FROM ROBERT HALFON MP, FOR AN ITEM TO BE SUPPORTED BY THE PARISH COUNCILS AND TO GO FORWARD TO ESSEX COUNTY COUNCIL LOCAL HIGHWAYS PANEL** 🖐

Members are asked to *NOTE* the email from Robert Halfon, MP's Office and decide if they wish to support this item for consideration by the Local Highways Panel.

**22. SPEEDING THROUGH THE LOWER FOREST** 🖐

The Clerk has received a number of requests from local residents in relation to getting the speed through the Lower Forest and along Woodside lowered. The request is also being supported by County and District Cllr Chris Whitbread. Members are asked if they would support this being put to the Local Highways Panel for consideration.

**23. EFDC CONSULTATION – REVIEW OF THE COUNCIL'S HOUSING ALLOCATION SCHEME** 🖐

EFDC are consulting on the above, a copy of the scheme is attached for Members perusal and comments.

You will see from the attached letter & Report that the Council are Consulting on SIX Changes which are detailed on the letter. As detailed in *Appendix 6*.

The date for comments are Tuesday 2<sup>nd</sup> January 2018.

**24. NORTH WEALD BASSETT PARISH COUNCIL CEMETERY – OPENING OF SECTION TWO** 🖐

As Agreed by the Environmental Committee Members are advised that the Formal Opening of Section Two of the Cemetery will be carried out on **Wednesday 10<sup>th</sup> January 2018 at 11am.** **This will be an informal opening, with invites to be sent to all Councillors and the Vicar of St Andrews.**

**25. FIRST REGISTRATION OF LAND**

The Clerk will give a verbal report on this matter.

**26. EVENTS FOR COUNCILLORS DIARIES**

- CELEBRATION EVENING & TALK AFFORDABLE COUNSELLING 7<sup>TH</sup> NOVEMBER
- SUNDAY 19<sup>TH</sup> NOVEMBER HASTINGWOOD VILLAGE HALL AFTERNOON TEA
- SUNDAY 10<sup>TH</sup> DECEMBER CHRISTMAS TREE LIGHTING NORTH WEALD
- THURSDAY 14<sup>TH</sup> DECEMBER EXTRAORDINARY EFDC COUNCIL MEETING – LOCAL PLAN
- SATURDAY 16<sup>TH</sup> DECEMBER THORNWOOD CHRISTMAS TREE LIGHTING EVENT & CAROL SERVICE

**27. CLOSURE OVER CHRISTMAS AND NEW YEAR PERIOD** 🖐

In conjunction with the Acting Chairman it has been proposed, subject to Council Approval, that the Parish Council Office will close at 1.15pm on Wednesday 20<sup>th</sup> December 2017 and Re-Open on Wednesday 3<sup>rd</sup> January 2018. Staff will take the relevant Annual Leave over this Period. However the Clerks Mobile Phone will be on for Emergencies and for Funeral / Cemetery Purposes. Notices will be placed in Village Life and on the Library Doors /Parish Council NoticeBoards giving these

detail including the Clerks Emergency Contact Number, details will also be on the Parish Council Answerphone.

**28. 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