



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

1st October 2014

TO: ALL COUNCILLORS

You are hereby summoned to attend A **Meeting** of the **Parish Council** which will be held on **MONDAY, 6th OCTOBER**, 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. 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 following Meetings

- Parish Council Meeting held on 1st September 2014
- Extraordinary Meeting held on 15th September 2014
- together with ratifying any recommendations therein as attached at **Appendices 1**.
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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

 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.

7. REPORTS & MEMBERS REPORTS

 **Further to a recent letter to Members from the Clerk**, 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**

a) Chairman's Report

b) Vice Chairman's Report

c) District Councillors Reports

d) Councillors Reports – If Submitted as Attached at **Appendix 3**

e) Highways Reports -**

Following concerns from Councillors the Clerk has sent two Invitations to Councillor Eddie Johnson, ECC portfolio holder for Highway Matters (Small Schemes and Maintenance) asking him to attend a Parish Council meeting, as at the current time of compiling this Agenda no response has been received in accepting the invitation. However a copy email has been received showing that he is asking his assistant to look at the Highways List that was sent to him. **Due to the current staffing shortage the staff have not been able to update the Highway List this month.

f) Environmental Issues – to include Allotment Issues – Cllr Mulliner to Report

g) Neighbourhood Action Panel Minutes – If these are available

8. FINANCIAL REPORTS


a) List of Cheques & Monthly Statement of Accounts

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

b) External Auditors Report

To **NOTE** the Report of the External Auditor.

9. STAFFING MATTER

 Members will be aware that at the last meeting a proposal had been put forward to employ a Member of staff on a permanent contract.

The Clerk had provided Members with various documentation which had been considered by the Personnel Committee and there had been a recommendation from the Personnel Committee to ratify this decision. After a lengthy discussion in closed session at the last meeting the decision was amended to offer the position on a temporary contract.


The Clerk has now received a request signed by three Members asking the following :

We the undersigned Members of North Weald Bassett Parish Council confirm that we wish the following item to be reconsidered by Members of the Parish Council at the 6th October Parish Council Meeting.


C14.073 STAFFING MATTER

Members are now asked to consider the attached request and Report, as attached at **Appendix 4** and **CONFIRM** whether or not they wish to rescind this decision.


10. COMMITTEE STRUCTURES

 To **CONSIDER** the attached Report as detailed at **Appendix 5** on consideration of changes to this Councils Committee Structures.

11. REVIEW OF STANDING ORDERS

 Members are asked to review all Standing Orders, on an annual basis, copies of Standing Orders are enclosed at **Appendix 6** for Members perusal. Members are asked to bring any comments that they have to the meeting.

12. REVIEW OF FINANCIAL REGULATIONS

 Members are asked to review all Financial Regulations, on an annual basis, copies of Financial Regulation are enclosed at **Appendix 7** for Members perusal. Members are asked to bring any comments that they have to the meeting.

13. QUEENS HALL CHARITY TRAINING FOR TRUSTEES


a) **Trustees Training** - Members are asked to confirm that would be willing to pay for the Governance Training of the Parish Council Appointed Trustees on the Queens Hall Charity. The cost of this will be £25 per Trustee. The Clerk will confirm the number of Trustees who wish to attend the training [maximum 8].


14. NEIGHBOURHOOD PLAN NORTH WEALD BASSETT AREA DESIGNATION

To **CONFIRM** the receipt of the documentation at Epping Forest District Council regarding designating North Weald Bassett as a Neighbourhood Plan Area.


15. PIKE WAY RECREATION AREA

The Clerk has received an email requesting the Conifer Hedge be cut adjacent to the Boundary at no 2 Pike Way. The Chairman will give a verbal report at the meeting.

16. REMEMBRANCE SUNDAY – CONFIRMATION OF DETAILS 

The Clerk has included a copy of the Remembrance Sunday Meeting Minutes and Check List for Members information, the Clerk will give a verbal report at the meeting, copies of the documentation are attached at *Appendix 8*.

17. NORTH WEALD BASSETT MASTER PLANNING STUDY

Members are advised that a copy of the Study has been received by this Council. This is being discussed by Epping Forest District Council at their Cabinet Meeting on Monday 6th October. A copy of the Study has been reproduced for Members and is attached at *Appendix 9*.

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