



# *North Weald Bassett*

## *PARISH COUNCIL*

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*Clerk to the Council*  
Susan De Luca

27<sup>th</sup> August 2014

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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, 1<sup>st</sup> SEPTEMBER**, 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*

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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 following Meetings

- Parish Council Meeting held on 8th July 2014
- Extraordinary Meeting held on 18<sup>th</sup> August 2014
- Personnel Meeting held on 12<sup>th</sup> August 2014

together with ratifying any recommendations therein as attached at **Appendix 1**.

To **NOTE** the Draft Minutes of Thornwood Common Village Hall & Playing Field Management Committee held on 14<sup>th</sup> August 2014.

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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 - Attached at **Appendix 4**

Due to concerns from Councillors and from Residents – also with problems in staff trying to obtain updates from ECC – it has been suggested that this Council ask the ECC Portfolio holder for Highways to respond to the number of Enquiries that are on the list and that the fact that they are continuing to mount up. Added to this is the problems in getting accurate responses from ECC officers – especially in view of the fact that they are changing the locations of the existing enquiries. Both County Councillors have been advised of this Councils concerns. Members are now asked if they wish the Clerk to forward the list to Councillor Rodney Bass and ask if he can take the appropriate action.

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

1. Councillor Mulliner would like to initiate Litter Picks in the North Weald Village starting in September. He is asking if the Parish Council would provide the funds for the gloves and black refuse sacks. Cllr Mulliner would organise the litter picks himself and it would not be down to the Parish Council to organise this, therefore there would be no responsibility on the Parish Councils Insurance. The litter picks would be held on the 1<sup>st</sup> Saturday of the month and would be held around the North Weald Village Hall and by Weald Common.

**2. Former Bus Shelter at Talbot and Resiting on Weald Common – Future Maintenance Costs**

The Clerk has been asked to place this item on the Agenda by Councillor Mulliner.

**g) Neighbourhood Action Panel Minutes** – If these are available – Members are asked to note that there will be changes to Neighbourhood Action Panels in the future, and that the Police have advised that they will no longer be involved in the panels. Please see documentation at *Appendix 5*.

**8. FINANCIAL REPORTS** 

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

To *APPROVE* the lists of cheques which were signed up to 31st August 2014 and *NOTE* the summary of income received and the account balances at the end of the month. *(to be tabled)*

**b) Audit Fee Increase**

Members are asked to *NOTE* that the Clerk has been advised that the Internal Auditor will be increasing his fee from £380 to £410 per day.

**9. QUEENS HALL CHARITY - APPOINTMENT OF PARISH COUNCIL TRUSTEES** 

a) **Trustee Vacancies** - Members are advised that there are three vacancies on the Charity – there are currently three people who would be willing to be appointed. Members are asked to *CONFIRM* the appointments. Members are also asked to *NOTE* that a Special Meeting of the Charity has been called to discuss various matters including 2 breaches of Charity Law.

b) **Fields In Trust** – Members are advised that the completion of the paperwork for the Fields in Trust is now complete – it is understood that the Charity will be holding a small celebration to designate the field shortly.

**10. ECC – WELLINGTON ROAD FEASIBILITY STUDY – TRAFFIC CALMING** 

The Clerk has received the attached documentation as detailed at *Appendix 6* relating to Traffic Calming Measures in Wellington Road. A response is needed by the 4<sup>th</sup> September so Members are asked to bring their comments to the meeting.

**11. NEIGHBOURHOOD PLAN NORTH WEALD BASSETT AREA DESIGNATION** 

To *CONSIDER* the designation of North Weald Bassett as a Neighbourhood Plan Area. Adriana Jones – The Principal Finance and Administrative Officer will talk Members through the process.

## 12. EFDC COUNTRYCARE –LOCAL WILDLIFE SITES

The Clerk has received a letter from EFDC Countrycare regarding local Wildlife Sites (LoWS) . They are looking for information on the following areas:

Mark Bushes Complex, Harlow Park, Mill Street Green, St Andrews Churchyard North Weald, Tylers Green Grasslands.

The Clerk has arranged a meeting with Nicola Rogers from Countrycare on Friday 12<sup>th</sup> September at 10.30am – Nicola will attend the Parish Office to meet with Members to ascertain if they are able to assist with any information.

## 13. WREATH LAYING AT ST ANDREWS CHURCH IN COMMEMORATION OF WORLD WAR I

Over 85 people attended the Wreath Laying Commemoration Service at St Andrews Church, with approximately 50 people returning to the Parish Hall at Thornwood Common for refreshments following the Service. The collection, which was organised by Edwin Gilmour on behalf of St Andrews Church, raised £160 for Help the Heroes.

The Clerk asks Members to note that if they are Members of Parish organisations, would they advise those organisations to **please** respond to the Parish Council requests asking if they are going to attend an event as we only received 19 responses across the board confirming attendance, therefore we only catered for 50 people attending the Church and for 40 people attending at the Thornwood Hall. Obviously with such a large discrepancy as this – it can have an embarrassing effect on the Parish Council and the staff who have organised the event. Some people were extremely rude to Parish Council staff about the lack of Service Sheets and the fact that the Cemetery Car Park was not open. If the relevant organisations had responded advising that they had members attending then this would not have been the case.

## 14. THORNWOOD VILLAGE HALL CAR PARK

Members are advised that the Thornwood Festival Committee have donated £200 towards the Thornwood Village Hall Car Park Fund from the Festival which was held in Thornwood in June.

## 15. BIG TREE PLANT SCHEME

The Clerk has received details relating to a national scheme that will be taking place this Winter. This is the last year of the Big Tree Plant and it is hoped to plant up more green spaces around Essex, it is hoped we may be able to let the organisation know what they need to know about possible suitable sites and if we want them to plant trees for us or if we have any community groups that would like to plant up green spaces in our parish with native trees.

There is an internet link where you can read more: <http://www.tcv.org.uk/community/big-tree-plant>. The aim is to establish community-led tree planting projects in areas that would benefit most. These are the main points that must be fulfilled:

- The trees must be planted in streets or in green places that are open to all to visit or where local people will benefit from them
- Whoever owns the land must give permission and support to the project

- There must be a plan to care for trees after they are planted
- The scheme does not fund large woodland planting of over 0.5ha (approx. 1125 trees at 2m spacing)
- The scheme does not fund the planting of hedgerows but can include the planting of individual trees in hedges that will grow on to maturity

The project must plant trees in neighbourhoods in England where people live and work. The funder encourage(s) projects in urban areas but will also consider projects in neighbourhoods in smaller settlements or suburban areas. Tree planting could be in publicly accessible open space, on land owned or managed by parish councils, community groups, wildlife trusts, local authorities, government or other public bodies or on streets. Projects may be considered on privately owned land or land that is not publicly accessible such as school grounds as long as they provide benefits to local people and involve the local community in the project.

Members are now asked to **CONSIDER** if there is an area or areas within the Parish that they feel may benefit from this scheme.

#### **16. NORTH WEALD AIRFIELD COMMUNITY DAY SUNDAY 7TH SEPTEMBER**

Councillors are asked to **CONSIDER** how they would like the Parish Council to be represented at this events, and to agree a schedule of Councillors attendance. The gates to the event open at 10am.

#### **17. 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