



North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

30th August 2016

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday, 5th September 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

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 Meeting of the Parish Council held on 4th July 2016

As attached at **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. COUNCILLOR DEBORAH ADAMS

Members are formally advised that due to Cllr Adams non attendance at Parish Council Meetings, or attendance at Parish Council functions for over 6 months, a Vacancy will now be declared. The Clerk has undertaken the relevant formal matters and the relevant Notices will be placed on the Noticeboards once they have been received from Epping Forest District Council.

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

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

f) Councillors Reports

9. FINANCIAL REPORTS 🖐

a) List of Cheques & Monthly Statement of Accounts

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

10. FUTURE OF LIBRARY SERVICES IN ESSEX 🖐

The Clerk and Cllr Bedford had a meeting with Essex County Councillor Cllr Anthony Jackson and Cllr Anne Cole in August regarding this matter. The Clerk and Cllr Bedford will give a verbal report to Members at the meeting.

11. EFDC LOCAL LIAISON MEETINGS 🖐

Members of Parish & Town Councils have been asked to **CONSIDER** if they wish to decrease the number of meetings per year from three to two. Members are asked to consider whether or not they feel that this would have a bearing on the impact that Parish & Town Council are deemed to have on the whole Local Government infrastructure.

12. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN

Details have now been received on how the following will be achieved:

a) Communicating with the Public

b) Exhibitions in North Weald – Public - North Weald Village Hall – 5th November 10am – 12 noon, Static – In the Library – 31st October – 12th December

c) Briefing for PC Staff & Small Number of Councillors – 22nd November – 9.45 at the EFDC Civic Offices

13. EPPING FOREST DISTRICT COUNCIL – EMERGENCY PLANNING MEETINGS

Members are advised that an Emergency Planning Workshop is to be held on **Friday 7 October 2016 from 10am – 12 noon at the North Weald Airfield**. This event will be run by Peter Charman, Contingency Planner at Epping Forest District Council. The Invite is open for one Councillor and the Clerk.

14. ESSEX ASSOCIATION OF LOCAL COUNCILS AGM & ANNUAL CONFERENCE

Members are advised that the above events will be held on Thursday 22nd September starting at 12.30pm (Doors Open – 11.30am). Please advise the Clerk if you are attending in order that your place can be booked.

15. FLAGPOLE

Members are asked to **CONFIRM** who has the responsibility for hoisting and lowering of the flag and on what occasions. Currently the only time the Parish Council changes the flag is on the 17th May – Norway Day – when the Norwegian Flag is hoisted. This issue has been brought to the Meeting at the request of Councillor Bedford.

16. HASTINGWOOD VILLAGE HALL

The Clerk to give a verbal update on the progress of funding and building works at Hastingwood Village Hall.

17. COMMUNITY AGENTS

To remind Members that June Bevan the Local Community Agent will attend prior to the **October** Parish Council Meeting and give a short 15 minute presentation of the work that Community Agents undertake in Essex to this Council. This is at the request of Cllr Mrs Elaine Godwin Brown. Members are asked to confirm the time they would like June to attend - this has been provisionally set at 6.45pm, subject to there not being too many plans to discuss.

18. ADVANCED COUNCILLOR TRAINING DAYS – 1 & 2

Training for Councilors is offered by EALC on the following dates – Tuesday 15th November and Tuesday 6th December. Members are asked to contact the Clerk if they wish to attend.

19. REQUEST BY EFDC FOR STREET NAMING

The Clerk has received an email from EFDC regarding the of the 34 properties to be built under Phase 3 of the Council's Housebuilding Programme which are to be provided on two sites in North Weald. Tenders are about to be invited from contractors to undertake the works, with the works expected to commence in early 2017. It is expected that the construction period will be for around a year.

The District Council's Housebuilding Cabinet Committee, which is responsible for overseeing the Council's Housebuilding Programme, has agreed a policy to invite town/parish councils, where appropriate, to consider and propose a selection of potential names for buildings and/or new roads within Council housebuilding developments that require a name.

The 16 properties to be built in North Weald under Phase 3 are as follows:

- | | |
|------------------|-------------------|
| (a) Queens Road | 2 X 2 bed houses |
| | 10 X 3 bed houses |
| (b) Bluemans End | 4 X 2 bed houses |

The Council Housebuilding Cabinet Committee would like to invite the Parish Council to submit a list of up to **three** names for each development for the Cabinet Committee to consider, **listed in your Parish Council's order of preference.**

Please note that under Section 4(a)(13) of the Council's Street Numbering and Naming Policy (copy attached), the Parish Council's proposals for the names of these developments should have one of the following suffixes:

- Grove
- Mews
- Gardens
- Close
- Terrace
- Court

The Cabinet Committee has agreed that the relevant District ward members, and the Council's Neighbourhoods Team who are responsible for street naming and numbering, will then be consulted on the list of names put forward by the Parish Council. Following this consultation process, the Cabinet Committee will then determine the names to be adopted for these developments, having regard to the list of names put forward by the Parish Council, the views of the District ward members and the comments / requirements of the Neighbourhoods Team.

Please note that, whilst the Cabinet Committee has agreed to go through this consultation process with a view to agreeing names put forward by the Parish Council for the developments, it reserves the right to select different names - if the Cabinet Committee considers the names put forward are inappropriate or if the Cabinet Committee considers that alternative names would be more preferable.

In our response, it would be very helpful if for each name the Parish Council put forward, it could also provide a short explanation of the rationale for the name, particularly if it is being put forward for reasons of history or local connection.

Please note that it is essential that any names put forward by the Parish Council comply with the District Council's Street Naming and Numbering Policy - which applies to all new developments within the District, including both Council and private developments.

The Clerk has a copy of the EFDC Street Naming and Numbering Policy for Members information if they require this.

If the Parish Council would like to take up the Cabinet Committee's offer to put forward names for consideration in respect of these two developments, we need to provide this by list of suggested names **by no later than Friday 23rd September 2016.**

20. PARISH COUNCIL CHRISTMAS EVENT – BURNS NIGHT

Members are asked whether or not they wish this event to continue, or whether a new style event should be looked at.

21. NEIGHBOURHOOD PLAN UPDATE

Following a skills survey, the Neighbourhood Plan Steering Group has now been selected, and the inaugural meeting of the group will be Thursday 8th September at 7.45pm. The group consists of 10 individuals who have expressed an interest to be heavily involved in the Neighbourhood Plan process, and possess a specific skill set that would be useful as part of the project. The purpose of the first meeting is establishing the group, consider its Terms of Reference, and to set the scene as to how the group plans to progress. Councillors are asked to inform the Principal Finance Officer if they would like to be involved in the process. The Neighbourhood Plan will be a regular feature on the Parish Council agendas so Council are kept informed of progress.

22. REMEMBRANCE SUNDAY EVENTS

Remembrance Sunday Events will be held on the 13th November this year. Members are advised that organisation of Parish Council Events has started, and a meeting will shortly be organised. Members are also advised that communications have been received from Essex Police that **NO** Police presence will be at any events in the Epping Forest Area's other than for Members of Essex Police to lay wreaths.

23. 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