



Parish Hall at Thornwood Common, Weald Hall Lane, Thornwood, Essex CM16 6NB

Tel: 07572 507591 www.northweald-pc.gov.uk

PARISH COUNCIL

Email: clerk@northweald-pc.gov.uk

Clerk to the Council Susan De Luca

2nd May 2023

TO: ALL COUNCILLORS

PLEASE NOTE TIME AND DATE OF MEETING

NOTICE OF MEETING

You are summoned to attend the Annual Meeting of the Parish Council which will be held on WEDNESDAY 10th MAY 2023 at 7.30 pm to transact the business shown in the Agenda below.

This meeting will be held in the Thornwood Common Parish Hall, Weald Hall Lane, Thornwood, with any necessary measures put in place by the Government at the time.

Susan De Luca Clerk to the Council

Members of the public and press are invited to attend this meeting

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. The Declaration of Office will be signed following the election.

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. CO-OPTION OF COUNCILLOR 🖑

VILLAGE WARD

Members are advised that as the Notice of Vacancy was already advertised with the Election and was not filled this Vacancy can filled by be co-option.

4. APOLOGIES FOR ABSENCE 🖑

To *RECEIVE* any apologies for absence.

5. OTHER ABSENCES

To NOTE any absences for which no apology has been received.

6. CONFIRMATION OF MINUTES 🖑

To *APPROVE*, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 17^{th} April as attached at *Appendix 1*.

7. QUESTIONS FROM MEMBERS OF THE PUBLIC

Meeting: ANNUAL PARISH COUNCIL

To *RECEIVE* questions from members of the public for a period determined by the Chairman of the Meeting. *Please NOTE the Clerk may have to note questions and respond to them after the Meeting.*

8. REPORT OF THE CLERK

Members are asked to *NOTE* that All Staff have been working on all items within this Agenda. If Any Councillor wishes further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff for further updates.

In particular the Clerk and Staff have been working on the following matters: Weald Common North Weald Bowls Club Defibrillator Open Spaces Allotments Environmental /Open Space Committee Move of Office Back into Library Cemetery Matters Administrative Matters Parish Hall at Thornwood Highways/Fly Tipping Liaising with Peer Group

9. REPORTS & MEMBERS REPORTS *

MEMBERS ARE ASKED TO SUBMIT A WRITTEN REPORT TO THE CLERK WHICH CAN BE DISTRIBUTED TO OTHER COUNCILLORS. THIS WILL ENABLE THE MEETING TO RUN EFFICIENTLY AND EFFECTIVELY. COUNCILLORS WILL THEN BE ABLE TO BRING UP ANY POINTS THAT THEY FEEL ARE RELEVANT TO THE PARISH COUNCIL AND ASK QUESTIONS OF THE COUNCILLOR WHO HAS SUBMITTED THE REPORT.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

To **RECEIVE** 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 2** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report verbal report
- b) Vice Chairman's Report -verbal report
- c) District & County Councillors Reports District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- d) Parish Councillors verbal reports will be received if no written report has been submitted
- e) Queens Hall Charity Report verbal report
- f) Neighbourhood Planning A Different Perspective
- g) Highways Report -- If Available

10. 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

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11. MEMBERSHIP OF COMMITTEES 🖑

Last year's Memberships is as detailed on Appendix 3

To DETERMINE the membership of the Council's Standing Working Committees as follows -

(a) Planning Committee (11 Members)

Normally to meet 1st and 3rd Mondays, however dates now subject to plans being available and dates that comments have to be returned to EFDC.

(b) Environmental & Open Spaces Committee (7 but Open to All Members).

to usually meet three times a year – twice in the day – twice in the evening.

(i) Allotments Sub Committee (3 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings – Monthly Currently Cllrs Hawkins & Spearman).

(c) Finance & General Purpose Committee (Open to All Members)

to meet at least once a year, but always to meet to set the Budget and Precept

(d) **Personnel Committee** (Up to 5 Members to include Chairman and Vice Chairman – Cllrs Clegg, Spearman & Jackman)

to meet as and when necessary.

(e) Emergency Personnel Working Group (3 Members of the Personnel Committee) to be able to meet at short notice

f) Neighbourhood Planning – The RFO will advise on a new way forward

12. DATES OF MEETINGS FOR THE MUNICIPAL YEAR $rak{V}$

To Approve the Details and Dates of forthcoming Parish Council Meetings as previously circulated.

13. REPRESENTATION ON OUTSIDE BODIES 🖑

Members are asked to *DETERMINE* the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES	
Outside Body	Representation Council Year 22-23
Parish Passenger Transport Forum	Vacancy
Norway House	Chairman of Parish Council
North Weald Village Hall	Cllr Bedford
Epping Forest District Council Committees	
• Epping Forest Branch of the	Cllr Mrs S Jackman, MBE & Chairman, &
Association of Local Councils – two	Clerk – In the Absence of Cllr Jackman – Cllr
reps (clerks may also attend these	T Blanks has attended as a substitution
meetings)	
Local Councils' Liaison Committee	
– two reps – (clerks may also attend	As Above
these meetings)	
• Joint Standards Committee – one rep	
(but only if your council is a	Cllr Bedford
member of this)	

Queens Hall Charity

In the Governing Document the Term of Office is for One Year.

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PC Appointed 2022-23

- Dawn Wood Councillor. Administrator & Treasurer
- Colin Kinnear (Now Cllr Kinnear)
- Jamie Prior Resident
- Stuart Greenhill- Resident
- James Prior- TBC Groups
- Vince Current NWCC Cricket
- Diane Archer- Bowls
- Representative Badminton
- We have been advised that there are 2 Local Residents who are willing to take up posts as trustees

14. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded that they should review their Interests on a regular basis, and as such the Clerk is advising Members as such on behalf of EFDCs Monitoring Officer. Any updated forms rms **MUST** be submitted to EFDC within 28 days of a Councillor taking Office – 9^{th} May. This is a legal requirement.

15. APPROVAL OF ACCOUNTS 2022 - 2023 🖑

Approval of Accounts are awaited and are subject to the Auditor visiting in late May 2023. Therefore details will be on the June Agenda for Approval.

16. REVIEW OF EFFECITVENESS OF SYSTEM OF INTERNAL CONTROL[®]

The Council has a duty to ensure that the financial management of the body is adequate and effective and that he body has a sound system of internal control. To this end this Council reviewed its effectiveness of systems of Internal Control. Members are asked therefore to *CONFIRM* that they are happy with this system for this financial year.

17. APPOINTMENT OF INTERNAL AUDITOR ♥

Council is asked to *CONFIRM* the appointment of Auditing Solutions as the Parish Councils Internal Auditor for the year 2023-2024.

18. PARISH COUNCIL INSURANCE 🖑

The Parish Councils insurance is due for renewal on 1st June 2023. This year the Clerk has been looking to source an alternative company. BHIB is one company that has been looked at, however the overall cover is less favourable than what is currently being offered by the Councils, current insurers.

Members are advised that a copy of the policy document is available for perusal if required. The price for renewal is $\pounds 2883.91$, representing a very small annual increase, the Council is asked to *CONSIDER* this renewal.

19. ELECTRONIC DOCUMENTS 🖑

Members are asked to *CONFIRM* that they wish to have some of their documentation where relevant, served on them for Parish Council and other Meetings, electronically by reason of efficiency.

NORTH WEALD BASSETT PARISH COUNCIL - 5 -

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20. GENERAL POWER OF COMPETENCE

Parish Councils are corporate bodies and their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008, when they could, if eligible exercise the Power of Well-being 2008 Order made under Section 1 (2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a General Power of Competence, a radical new power with wide ranging possibilities. This broader General Power of Competence replaces the Power of Well-being.

The General Power of Competence was brought into force by S1, 961 The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

"The Governments intention in providing eligible parish council with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things that they have previously been unable to do under their existing powers"

It gives eligible local councils " the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first not last resort.

This Parish Council is an 'eligible council' as the Clerk is a Qualified Clerk and holds the Certificate in Local Council Administration,, the Clerk has completed the training in the exercise of the General Power of Competence, and this Council fulfils the Electoral Mandate by having at least two thirds of the Member of the Council Elected.

Therefore a Resolution must be taken at the Annual Meeting following elections to *RESOLVE* the Eligibility of this Council to use this Power.

Members are therefore asked to *RESOLVE* this Councils Eligibility.

21. CONFIRMATION OF PARISH COUNCIL REPRESENTATIVES TO RAISE AND LOWER FLAG 🖑

Member are asked to *CONFIRM* for Representatives from this Parish Council to agree to hold the responsibility to raise and lower the flag on the Parish Council Flag Pole on the relevant days

22. 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 **THREE** confidential items to be considered