



CELEBRATING 125 YEARS OF PARISH COUNCILS 1894 -2019

## North Weald Bassett Parish Council

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Clerk to the Council  
Susan De Luca

2<sup>nd</sup> October 2019

A Meeting of the Parish Council will be held on Monday 7<sup>th</sup> October 2019, in 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. VACANCY FOR COUNCILLOR HASTINGOOD WARD

Following the death of Cllr Brian Bartram, the appropriate Notice of Vacancy was posted on the Hastingwood Notice Boards. No request for an election was received, therefore Members will be able to go ahead and co-opt a suitable person once a nomination is put forward.

#### 4. CONFIRMATION OF MINUTES 🙏

📄 To **APPROVE**, as a correct record:

The Minutes of the Meeting of the Parish Council held on 2<sup>nd</sup> September 2019

The Minutes of the Personnel Committee held on the 12<sup>th</sup> September 2019

The Minutes of the Meeting of the Parish Council Environmental Committee held on the 25<sup>th</sup> September 2019.

All as attached at *Appendix 1*.

*The Minutes of the Queens Hall Charity will be tabled.*

#### 5. 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*

#### 6. 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.*

## 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. *As attached at 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 – If Available
- e) Parish Councillors Reports
- f) Local Plan
- g) Neighbourhood Plan
- h) Queens Hall Charity

## 9. FINANCIAL REPORTS

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

To **APPROVE** the lists of payment which were made up to the 30<sup>th</sup> September and **NOTE** the account balances at the end of the month.

### b) INTERNAL AUDIT

Members are **REMINDED** that the Internal Auditor will be in attendance on Friday 29<sup>th</sup> November for the first interim audit report for 2019 -2020.


### c) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Due to Staffing Resources on Personnel Matters and Staff Annual Leave during September, there has been slow progress on the GDPR filing during September.

### d) EXTERNAL AUDIT

The Clerk is pleased to Report that we have received the relative report from the External Auditor with no matters arising or having been brought to Members attention. Copies of the relative Notices will be posted on the Noticeboards, and documentation is available for Members perusal in the office.

#### 10. NORTH WEALD AIRFIELD – TEMPORARY PLANNING PERMISSION


 Members are advised that at a Meeting of Epping Forest District Full Council on 19<sup>th</sup> September 2019.

*The Leader of the Council Cllr Chris Whitbread advised Members of District Council that that EFDC had entered into a two year agreement to hire part of the Airfield to use as a facility to for vehicles that are transporting goods to help facilitate the flow of trade through Dover. The vehicles will be visiting the site to have their documents stamped in order for them to pass through / visit the country. It was AGREED at that Meeting that North Weald Bassett Parish Council would be the beneficiary of financial sum of £50,000.*


**Members are asked to NOTE that the Parish Council was not aware of this until after the meeting when a number of District Councillors came into the Parish Council Office and advised Members of staff.**

Two documents are attached at **APPENDIX 4** for Members information.

#### 11. ECC LIBRARY

 The Clerk met with 2 Senior ECC Library Staff, following ECC's request for list of questions that the Council had about the Expression of Interest (EOI). A list of these questions together with the written responses, (which were received 2 weeks later) are attached for members perusal at **APPENDIX 5**. Members further advised that the Library Update meeting planned for the end of October will need to be postponed and re-scheduled for November as the EOI Pack will not be sent out until late October at the earliest and the details of the content of this pack is necessary before we go ahead with a further meeting.

#### 12. ENVIRONMENTAL POLICY

 Following the Meeting of the Environmental Committee an updated Revised Draft Environmental Policy as attached at **APPENDIX 6** has been drawn up by the Environmental Committee to go forward to Members for their perusal, comments and subsequent acceptance into policy by Council. Members are asked for any **COMMENTS** that they may have. Cllr Mulliner, Chairman of the Councils Environmental Committee will be pleased to answer any questions Members may have.

#### 13. PARISH SIGN

Members are advised that the Parish Sign has now been renovated and is back in place on the Village Green in North Weald. A photo shoot is currently being arranged by the Environmental Committee.

#### 14. PARISH COUNCIL TRAINING

Members are **ADVISED** that bespoke Model Code of Conduct Training has been organised for Members. This will be held on Monday 18<sup>th</sup> November 2019. Ian Willett will be the Tutor.

#### 15. ESSEX COUNTY COUNCIL STREET LIGHTING

Following the Local Liaison Committee Meeting in September, the Parish Council has received a further request regarding ECC owned Street Lights to remain on during the hours of 1am to 5am. Below are further details and updated costings. The agreement would cover the whole of the Town/Parish Council area, there is no flexibility for Town/Parishes to select certain streets and would be for 7 days a week for 4 years, starting 1st April 2020. The individual Town/Parish cost will be

reviewed annually by Essex County Council and it has to be Town/Parish wide. The estimated costs of all night illumination at Town and Parish Council level is as follows:

**Members should note all 112 Parish Council owned Street Lights are NOT switched off and remain on through the whole of the night and this period and are NOT affected.**

**When this request was last made Members Voted NO as they felt this request did not represent value for money the request was for £11,400 per annum for the Lights to remain on during this 4 hour period**

Epping	
ABRIDGE	£823.63
BUCKHURST HILL	£12,929.81
CHIGWELL	£16,943.34
EPPING	£13,859.67
FYFIELD	£650.15
LOUGHTON	£35,531.80
MATCHING	£32.23
NAZEING	£1,465.11
<b>NORTH WEALD</b>	<b>£10,754.91</b>
ONGAR	£5,148.90
ROYDON	£865.64
SHEERING	£3,532.82
STAPLEFORD	
ABBOTTS	£181.37
WALTHAM ABBEY	£28,597.80

Town and Parish that want to join the initiative after 1st April 2020 would have to wait until the start of following financial year. An agreement would be developed between Essex County Council (ECC) and Epping Forest District Council (EFDC) and ECC would invoice EFDC to cover the costs of street lighting and EFDC would recover these costs from the individual Town/Parish Councils.

## 16. REMEMBRANCE SUNDAY EVENTS

Members are **REMINDED** of the Remembrance Sunday Events that are taking Place on Sunday 10<sup>th</sup> November. Invitations have been dispatched and plans are well in hand. A verbal report will be available for Members

## 17. EPPING FOREST DISTRICT COUNCIL CIVIC AWARDS

Members are advised that EFDC are inviting nominations for their annual civic awards scheme. Members are therefore asked if there is anyone in the community that they would like to be recognised and who has made a positive change within the Parish, and they feel they would like to put the name forward for discussion at the next meeting to the Clerk together with the reasons for recommendation.

## 18. PARISH OFFICE CHRISTMAS & NEW YEAR OPENING & CLOSING

Members are **REMINDED** that the staff would be taking appropriate Annual Leave over the Christmas & New Year period. Therefore the Parish Council Office and the Library (on the days that the Council operates it) will close at 1.15pm on Friday 20<sup>th</sup> December and re-open at 9.15am on Wednesday 6<sup>th</sup> January 2020. There will, of course, be emergency cover for the Cemetery & Funerals

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during this period and the Clerk's Mobile Phone Number and details will be left on the Office answerphone, together with a Notice on the Library Doors, as well as on the Parish Council Website and on Notice Boards.

### 18. MEETINGS ON THE 6<sup>TH</sup> JANUARY 2020

Due to the return to work for staff being the 6<sup>th</sup> January 2020, Members are asked to re-schedule the Planning and Parish Council Meetings scheduled for that day to the 13<sup>th</sup> January 2020.

### 19. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (**CONFIDENTIAL**) pages, or if 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 however an item may be placed in the Confidential part of the meeting as long as it is in accordance with the statutory guidance .

Agenda Item No	Subject	Exempt Item
11	Valuation of Library Building	4

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