



## ***North Weald Bassett Parish Council***

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

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***Clerk to the Council.***

Susan De Luca

31<sup>st</sup> August 2023

**TO: ALL COUNCILLORS**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 4th September 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*

### **AGENDA**

#### **1. APOLOGIES FOR ABSENCE**

To **NOTE** any apologies which have been received.

#### **2. OTHER ABSENCES**

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

#### **3. CONFIRMATION OF MINUTES** 🖐

📄 To **AGREE** the Minutes of 3<sup>rd</sup> July 2023 Parish Council meeting, and to **NOTE** the Minutes of the Environmental & Open Spaces Meeting held on the 22<sup>nd</sup> June 2023 and the Parish Hall Liaison Meeting held on the 29<sup>th</sup> June 2023, all of which are 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 for a period determined by the Chairman of the Meeting. **Please NOTE if the Clerk has not been previously notified of the Question Council may have to note questions and respond to them after the Meeting.**

#### **6. REPORT OF THE CLERK**

To **RECEIVE** a report or update from clerk on Parish Council matters, which at the time of printing the agenda include:

- **Coffee With Cops** – The next event is scheduled to take place during October, and a venue will need to be arranged. PC Andy Cook is expected to attend this Parish Council Meeting and give Members an update on the latest crime figures.

- **Weald Common** – The Parish Council has received Grant Funding of £15,000 for the Dementia Friendly Area. The plans that have been drawn up include sensory garden areas, upgrade to footpath, talking benches, and signage. The funding is from the Shared Prosperity Fund. The official opening of the area is currently being arranged for September. The signage will be a type of way marker. There is also a bench being donated by North Weald Preservation Society which will have a plaque showing this as we received a sum of monies from them for this purpose. The Interpretation Boards should be ready to be installed and it looks as if everything will be ready for the opening in Mid-September.
- **Planning Enforcement** – Liaising with local residents with regard to planning and enforcement enquiries
- **Cemetery Matters** -Dealing with interments and memorials
- **Audit** - Liaising with financial matters and external auditors' requests
- **Assets** – The Responsible Financial Officer has been visiting all the Parish Council owned Assets and a report is currently being compiled.
- **Battle of Britain Sunday** – Invites have been sent out for the event on Sunday 17<sup>th</sup> September at 3pm at the Cross of Sacrifice, in the grounds of St Andrews Church.
- **Remembrance Sunday Preparations** 📄 – **Sunday 12<sup>th</sup> November** – A meeting has been held and plans are underway for the event – an update will be given at the meeting. It is suggested that as the Parish Council has arranged for the Norwegian Flag to be erected at the Debt of Honour (flagpole owned by EFDC), then we should keep the Union Flag flying on the main flagpole in the village. It has been further suggested that EFDC should also fly the RAF Flag. Members are also asked to **NOTE** the attached letter forwarded by NALC in regard to this year's Remembrance Sunday Events as at **Appendix 2**.
- **Parish Hall Matters** – **The Clerk has been researching the implications of 'Martyn's Law' and the impact it could have on the Parish Hall if it is passed by the UK Government** - Martyn's Law is a proposed legislation that aims to improve the security and safety of public venues and spaces in the UK against terrorist attacks. It is named after Martyn Hett, who was one of the 22 victims of the Manchester Arena bombing in 2017. His mother, Figen Murray, has been campaigning for better security measures at public events and venues ever since. Martyn's Law would require venues and organisations to take steps to assess and mitigate the risk of terrorism, such as conducting security checks, installing CCTV cameras, training staff, and having emergency plans. The law would apply to different locations depending on their capacity and activity, with a standard tier for venues with more than 100 people and an enhanced tier for high-capacity locations. The government has published a draft bill for Martyn's Law in May 2023, and it is currently undergoing parliamentary scrutiny. Martyn's Law is intended to create a consistent and proportionate approach to protective security across the UK, as well as to honour the memory of Martyn Hett and all those affected by terrorism.
- **All other Administrative & Matters on the Agenda** – The Clerk and Office staff have been working on other matters, some of which are not included within the Agenda.

## 7. REPORTS & MEMBERS REPORTS 📄

**MEMBERS ARE REMINDED AND ENCOURAGED 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.**

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 3** if they have been submitted by Members for inclusion, as follows:

a) **Chairman's Report** – Weald Common Update By the Chairman

b) **Vice Chairman's 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 Reports**

- Verbal reports will be received if no written report has been submitted

e) **Queens Hall Charity Report**

f) **Neighbourhood Plan** - As agreed at the June Neighbourhood Plan Committee meeting, a review has been undertaken by the Councils consultant to assess the current draft Neighbourhood Plan policies against the Local Plan and Government Policy. A date therefore needs to be set for the next committee meeting for members to consider the review and agree a way forward. This meeting should ideally be held in September/October.

g) **Highways Report** - Latest report distributed by email (August), potholes in Bassett Gardens have been infilled.

## 8. FINANCIAL

a) **Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 31<sup>st</sup> August 2023 – these will be emailed to Councillors prior to the meeting.

b) **Investments** – To **NOTE** the Parish Council's Investments

## 9. STEWARDSHIP - THORNWOOD COMMON – ROSARIO SITE

The Clerk and Responsible Financial officer met with the site owners – Weston Homes - in relation to the possible stewardship of the former site known as Rosario. A lengthy meeting took place. Weston Homes have been given a list of comments and questions that were put forward from the Parish Council side. It should be noted that these comments refer only to the stewardship and not to any planning applications. Councillors are asked to **CONSIDER** if stewardship / ownership of this area is something that they would consider. The Clerk will provide a further update at the meeting, and it is recommended that no consideration of Stewardship should go forward without answers to these questions, sufficient funding for long term maintenance implications and how they would fit into any Section 106 / Legal agreements emanating from the Planning Applications, so considerably more discussions need to be had.

## 10. DEFIBRILATOR

Members are aware that the defibrillator situated at the Methodist Church must be moved very shortly as the church is being placed for sale by auction. The two sites that have been assessed are not suitable for a number of reasons, therefore the Clerk has re-contacted North Weald Village Hall to see if they would be willing to site the equipment on the outside wall of the hall. A letter has been formally sent to their committee and a response is awaited. The Clerk had also contacted North Weald Airfield Museum, as that is another site that could be used. A positive response has been received from them, and the defibrillator could be sited there, if needed. Councillors are asked to **CONSIDER** this matter.

## 11. TOUR OF BRITAIN CYCLE RIDE

The Tour of Britain is the country's biggest free-to-watch bike sporting event, bringing world class athletes and elite sporting action to cities, towns, and villages each September. As a result of the crowds that line each day's route a rolling road closure will be enforced on each of the stages. This means that roads on and around

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the race route will be closed for a short period in which it takes the race to pass by – usually for approximately 15 to 20 minutes before the lead riders arrive – and is indicated by police escort vehicles. This will affect our area on Friday 8<sup>th</sup> September. A copy of the map is enclosed at **Appendix 4**.

## 12. DATES FOR DIARY

- BATTLE OF BRITAIN SUNDAY – 17<sup>TH</sup> SEPTEMBER @ 3PM CROSS OF SACRIFICE
- OCTOBER PC MEETING – MONDAY 2<sup>ND</sup> OCTOBER
- NOVEMBER PC MEETING – MONDAY 6<sup>TH</sup> NOVEMBER
- REMEMBRANCE SUNDAY – 12<sup>TH</sup> NOVEMBER – 12-15pm DEBT OF HONOUR/NORWEGIAN MEMORIAL
- DECEMBER 4<sup>TH</sup> FINANCE & GENERAL PURPOSE & BUDGET MEETING
- 8<sup>TH</sup> JANUARY 2024 PC MEETING TO APPROVE THE BUDGET ONLY
- PLANNING MEETING DATES TO BE CONFIRMED

## 13. CHRISTMAS CLOSURE

To **NOTE** that the office will close at 12pm on Wednesday 20<sup>th</sup> December 2023, and will reopen to the public at 9.15am on Wednesday 3<sup>rd</sup> January 2024. Councillors are asked to **NOTE** that the Clerk's mobile phone will be available at all times during this period for emergencies and cemetery purposes. Details will be posted on the notice boards and social media. All staff take a certain number of days annual leave during this time.

## 14. 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. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance.

**There are 3 confidential items to be considered**