



North Weald Bassett Parish Council

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Clerk to the Council.

Susan De Luca 2025

23rd May 2025

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 2nd June 2025 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.**

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 the Parish Council meeting held on 12th May 2025 as attached 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 for a period determined by the Chairperson 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 the Clerk on Parish Council matters that staff have been working on.

- a) Planning & Enforcement Matters
 - b) Cemetery Interments & Bookings
 - c) Neighbourhood Plan
 - d) Shared Rural Prosperity Fund
 - e) Town Centre Partnership – Christmas Event
 - f) Development update
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7. REPORTS & MEMBERS REPORTS

Councillors are reminded that, if possible, members reports should be submitted in written form for noting only, this enables the meeting to flow smoothly and allows adequate time for discussion of matters appertaining to the Parish. Written reports, **if available**, will be reproduced at **Appendix 2**.

a) Chairman's Report

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

e) Queens Hall Charity Report

f) Highways - Road closures

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts up to 31st May 2025

b) Investments – Latest available report will be given

9. WEALD COMMON – BUG HOUSE

This matter has been placed on the agenda as it was discussed 6 months ago, and Members were not in agreement that they would support a Bug House on land at Weald Common. However they advised that they would re-consider this in again in 6 months time. Members are therefore asked if their opinion has changed. The Chairman will be able to answer any questions that Members have.

10. EXTERNAL AUDIT (ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN) 2024/2025

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are this Councils appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2025 and submitted to PKF Littlejohn by 1st July 2025.
- The requirement for the public inspection period (which must include the first 10 working days of July) will start 16th June and will end on 28th July 2024.

As the income for this Council was over £200,000, it is subject to an Intermediate Review as part of the limited assurance review process. The Clerk is also responsible for completing numerous documents to submit to the auditor, as well as setting requirements in terms of the notification of public rights. Council is now asked to:

a) Review of effectiveness of the system of internal control of this Council

b) Prepare the Annual Governance Statement (Section 1)

c) Approve the Annual Governance Statement by way of **RESOLUTION**

d) Consider the Accounting Statements (Section 2)

e) Approve the Accounting Statements by way of **RESOLUTION**

f) Ensure that both the Annual Governance Statement and Accounting Statement is signed and dated by the person presiding at the meeting.

Attached to the agenda at **Appendix 3** are sections 1 and 2 for Councillors information and review.

11. STATEMENT ON PARISH COUNCILLORS RENUMERATION

Members **AGREED** at the last meeting that they that did not wish to receive any allowance for being a Councillor, and that they did not wish this matter to be considered again until after the next election cycle. They instructed the Clerk

to write a statement advising that *North Weald Bassett Parish Councillors did not wish to receive an allowance for being a councillor as that they were volunteers undertaking their civic duty.* The Clerk has now published this statement.

12. NORWEGIAN COMMEMORATIVE STONE ON REVETMENTS AT NORTH WEALD AIRFIELD

The Clerk has chased Brigadier Lieutenant Major **Kenneth Øvland**, COS/Deputy Commander RNoAF in relation to the Revetments and the commemorative stone at North Weald Airfield. As Members will be aware, the Revetments have fallen into considerable disrepair. The suggestion from the Environmental Committee was that the Commemorative Stone placed there by the Norwegians in 2012 should be moved adjacent to the Hawker Hurricane (Gate Guardian) at the new entrance to the airfield when this is constructed, together with an explanatory plaque as to the reasoning why it was moved. Members asked the Clerk to contact the Royal Norwegian Airforce for their comments. This was done a number of months ago and emails have been received, however they have been passed 'higher up the chain' in the chain of command, and we are still awaiting a formal response on this request.

13. COUNCILLORS SURGERY – CLLR TOM BROMWICH

Members are advised that a District Councillors Surgery will be held in the Queens Hall on Saturday 12th July. The Clerk has placed notices on Council Noticeboards for Cllr Bromwich, and this will also be advertised on the Councils Facebook page.

14. MEETING WITH EPPING FOREST DISTRICT COUNCIL

Members are advised that on Friday 16th May, the Clerk and RFO met with officers and cabinet members of EFDC with regard to current and future housing and economic growth in the District. The meeting included discussion on the Local Plan, Green Belt, highway issues, changes to the NPPF and the introduction of Grey Belt. Further discussion took place regarding both devolution and local government reform. The Clerk welcomed assurances that the District Council would continue to engage constructively with the Parish Council. The Chairman of the Parish Council was also invited to attend, but was unable to do so due to a prior engagement, and he is therefore meeting with Cllr Whitbread on the 13th June.

15. FIFTIETH ANNIVERSARY OF THORNWOOD VILLAGE HALL –TUESDAY 28TH OCTOBER '25

Members are reminded that the 50th Anniversary of Thornwood Village Hall will be celebrated on Tuesday 28th October. Cllr Shirley Hawkins continues to liaise with local Thornwood resident Jimmy Waters regarding a commemorative event. Cllr Hawkins will give Members an update at the meeting.

16. DEVELOPERS WORKING GROUP

Members are advised that a Meeting of the Developers Working Group was held on 21st May. Members are asked to **NOTE** the attached Working Group Notes as attached at **Appendix 4**.

17. NORTH WEALD AIRFIELD MARKET TRAFFIC

The Clerk continues to be contacted by Councillors and local residents in relation to the traffic that continues to be a problem around the local roads close to the market. The Clerk has advised Cllr Whitbread of this Councils concern advising that Members of this council would like to speak with their District and County Councillors in relation to this. She has also followed this up with a formal request for a meeting via Cllr Whitbread's PA, copying all North Weald District Councillors and County Councillors into this request.

18. GRANT APPLICATIONS

It is expected an update will be given at the meeting.

19. BROADBAND – HASTINGWOOD

The Clerk and Hastingwood Councillors have been contacted by Gigaclear in relation to Broadband provision regarding secured funding via the Broadband Voucher Scheme to bring ultrafast broadband to 269 homes in Hastingwood. Gigaclear would like to offer a meeting with the Parish Councillors from Hastingwood to discuss the project in more detail providing an opportunity to cover the following key points:

- How We Build: Including an overview of their construction approach, such as highway works and other necessary activities.
- Equipment Location: Information on the placement of essential network infrastructure.
- Timelines and Project Updates: An outline of the expected project schedule
- Communication Channels: Establishing clear lines of communication with parish stakeholders throughout the build.

It is understood that the meeting will now be at the end of June.

20. BATTLE OF BRITAIN SERVICE – SEPTEMBER

As Members will be aware, the Parish Council pledged to undertake to continue the Battle of Britain Service which previously had been organised by Arthur Moreton on behalf of RAFA. In 2024 the Clerk received notification from St Andrews Church 2 days before the event, advising that the Church had a Church Service at 3.00pm on the same day and the Parish Council would therefore not be able to use the Church Car Park or the toilets. The Clerk responded accordingly, advising that this was a very short service and these facilities were not needed, as the Parish Council had its own Car Park and that it would advise attendees that there were no toilet facilities. In order to ensure that the Church was fully aware of the event being held in September 2025, the Council emailed details of time and date for the September event on the 21st May. The Clerk subsequently received a phone call on 22nd May from a representative of the Church advising that the email was not courteous and we should have asked for permission to utilise the Church facility, rather than say that we were simply undertaking the service there. The Clerk advised that we were simply continuing with the arrangements that had been in place for the last 12 years. The Clerk advised that it was also her understanding that in 2024 the attendance at the Church Service was indeed very small and therefore she could not see how the Battle of Britain of Service would clash with the Church's Service. The representative from the Church asked if the service could be changed to 2pm. They also advised that there was a member of the Church congregation who had indicated that if the service was changed then they would like to attend the Battle of Britain Service and could not do this if it was at 3pm.

The Clerk advised that she did not know why the Battle of Britain Service at the Cross of Sacrifice was held at 3pm, but there was probably a justifiable reason for it, however as the Parish Council had no documentation as to why it was held at that time she could not simply change it. There was no local RAFA organisation in place any more and Arthur Moreton had been the only conduit. The Clerk explained that the Parish Council had only taken on the organisation of the commemorative event as there was no other organisation in the Parish who had been willing to do so, and that we only had limited staffing resources, and to undertake a full scale enquiry into why the event was held at this particular time would put pressure on valuable staff time. She further advised that whilst the Cross of Sacrifice was indeed situated within the grounds of St Andrews Church, it is in the area maintained by the War Graves Commission, and is seen by the community as an area that is open to them to visit. The Clerk also added that both the Church and the Parish Council should work together with one another in this respect, and that by advising the Church in May there was going to be an event at the Cross of Sacrifice on Battle of Britain Sunday in September, this was indeed courteous. However the Church Representative still wanted a change to the timings, and the Clerk advised that this would need to be something that had to be agreed by Council as a body, and not her.

Since the telephone conversation, the Clerk has conducted some research via the Commonwealth War Grave Commission Web Site, and seemingly the responsibility for holding an event at a Cross of Sacrifice and

possibly at a Parish War Memorial lies with the Commonwealth War Grave Commission in the first instance. Therefore the Clerk will complete the necessary forms.

The Church representative also had a concern that if there was a member of the Clergy present to take the service, they would need to be approved by St Andrews. Members are asked to **NOTE** the above and **CONSIDER** if they wish to make any change to the time. The Clerk has sent a copy of last years service sheet to the Church Representative which shows there is no member of the Clergy present taking the service.

Copies of the various correspondence, together with a Schedule of how the Parish Council undertook to take on this service are attached at **Appendix 5** for Members information. The Representative from the Church has advised that they will attend the Parish Council meeting in June to speak on this matter.

21. FORTHCOMING MEETINGS – DATES FOR YOUR DAIRY

- Monday, 30 June - Meeting at Queens Hall to discuss arrangements for Battle of Britain Wreath Laying Service and Remembrance Sunday. Agenda will be sent out nearer the time.
- Reminder of change of meeting date for July Parish Council Meeting – Now 14th July (2nd Monday)

22. FLAG

The Armed Forces Flag will be raised on Saturday 28 June to commemorate Armed Forces Day.

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. 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 currently NO confidential items to be considered
