



North Weald Bassett Parish Council

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Clerk to the Council.

Susan De Luca

29th October 2025

NOTICE OF MEETING

A Meeting of the Parish Council will be held on **MONDAY 3rd November 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 for absences 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 6th October 2025 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) Various planning matters, including attending various EFDC Planning Meetings
- b) Various cemetery matters, which include attendance at Cemetery for appointments to view plots for purchase, interments & bookings,
- c) Thornwood Village Hall, various matters, bookings and HR matter
- d) EFDC Independent Councillor Surgery
- e) Asset Checks
- f) EFDC Local Council Liaison (Parish & Town Councils Meeting with EFDC for Clerks)
- g) 50th Anniversary Parish Hall at Thornwood Common
- h) Hastingwood Village Hall Event
- i) Remembrance Sunday Arrangements
- j) Meeting With Play Area Companies
- k) Thornwood Field – CCTV and Gate Break Ins

- l) Parish Hall Thornwood Common Planning Application for New Roof
- m) Contacting Hall Hirers re Hall Closure - Mid February 2026 – End of March 2026 for Works to Roof
- n) Neighbourhood Plan

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 - Various Road closures – Reported on Social Media

8. FINANCIAL REPORTS

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

b) Investments – Latest available report(s) will be given

9. PATH AT DEBT OF HONOUR

As reported at the last Meeting there was a large crack in the pathway at the Debt of Honour leading up to the Norwegian Stone. We are pleased to report that after reporting this to Cllr Chris Whitbread this has now been repaired by an EFDC Contractor and is ready for the Remembrance Sunday events that are due to take place there in November.

10. PATHWAY BETWEEN WEALD COMMON AND NORTH WEALD VILLAGE HALL

Following on from the item on the October Agenda, as instructed by Members of this council, the Clerk formally wrote to the Trustees of North Weald Village Hall, as follows:

*Dear **** and ***** Village Hall Committee Members & Trustees,*

Following a meeting of the Parish Council on the 6th October where your Quotation and email was discussed at considerable length. I detail the final part of the minute and the action that I have been asked to carry out:

Cllr Tyler asked why the tree simply couldn't be cut back, rather than the whole area cordoned off. Cllr Irvine agreed, suggesting the Trustees should be asked to prune it back. The PFO confirmed that the Parish Council had a legal right to cut back any branches which were overhanging their land. Cllr Irvine PROPOSED that the Parish Council write to the Village Hall Trustees setting out the NWVH legal responsibilities with regard to the tree, so that this letter would be formally placed in front of the NWVH committee for their consideration and action. This was SECONDED by Cllr Blanks, albeit with an amendment that if no action is taken to ensure the safety of users of the car parking spaces, then further legal action may be needed. This was AGREED by Council. The Clerk confirmed she would liaise with this council's solicitors.

As you know several branches from the canopy of the willow tree located in the village hall grounds are currently overhanging the car parking spaces owned by the parish council. In accordance with our responsibilities for safety and maintenance of these car parking spaces that we own, we would wish to ensure that the overhanging branches are trimmed up to the boundary line.

If you are unwilling to carry out this action, we will seek legal advice as to our options, as suggested by Councillors at the meeting.

In response to this formal request, the Clerk received the following response:

In reply to your email of 9 October concerning the Willow tree and car park I would advise you that the matter has been discussed in depth by the Village Hall Trustees. It has been agreed that we should trim back the Willow overhanging the car park spaces. This will be done in the near future. As mentioned in our previous email concerning the Willow, we have been advised by our arboriculturist that the tree, although in good condition, is prone to shedding branches and the continuation of the path should not be allowed for safety reasons. He has recommended that the tree be immediately ringfenced around the canopy and that the path under the tree be closed. The fencing will commence as soon as possible, a notice will be erected explaining the closing of the path and direction to Weald Common via the road will be shown.

****** on behalf of North Weald Village Hall Trustees.*

Members are now asked if they wish to **PROCEED** further in this matter.

11. REMEMBRANCE SUNDAY

Members are advised that preparations for this years events are almost complete. We have thirty seven ‘spots’ for Wreath Laying, with some organisations laying 2 or 3 Wreaths in each spot. We have 74 people for Lunch including the Deputy Lieutenant of Essex Rosemary Padfield, and 2 Norwegians who are arriving from the Royal Norwegian Air force and flying in especially for the weekend, also a number of other dignitaries from other local authorities. We have created an itinerary for them as they wanted to look around the local area, and many thanks go to Cllrs Tyler and Stroud for being the Parish Council hosts on Saturday evening and late Sunday Afternoon. Also to the EFDC Airfield Team for showing them around the Airfield on Saturday lunchtime. We have included an itinerary for Councillors in case any Councillor wants to catch up with them at any time. The Chairman of the Council, Cllr Alan Buckley, will host them at the RBL Service at the Parish War Memorial and at the Parish Council Service at the Norwegian Memorial, as well as at the Lunch at the Village Hall. This Council has also been approached by Aero Legends who were going to undertake a Poppy Drop over the Debt of Honour, but due to its location next to a busy road, the CAA would not allow them to do this. It is understood that this may happen at the Church during the Service at the Parish War memorial if the Church Authorities allow this.

12. PARISH HALL AT THORNWOOD COMMON

- a) Planning Application – The Planning Application for the Roof has now been submitted
- b) 50th Anniversary – A celebratory event was held on 28th October 2025. Cllr Shirley Hawkins would like to thank all those helped with the event and all those who attended.

13. PLAY AREA WORKS

Following the recent annual inspection of play area, there are a number of works that were required, the most important of which is relating to Wetpour at all three sites. The PFO has met with two contractors regarding the required work and a copy of the quotes for repairs will be tabled for members at the meeting. Councillors will be asked to **AGREE** which repairs they wish to move forward with, and which contractor to use.

14. GENERAL ASSETS

The PFO has now undertaken a full assessment of all the Parish Council owned assets. Attached to the agenda at **Appendix 3** is a copy of the report. In addition to this, Graffiti has been found at all three play area sites, some of which is offensive. The Clerk is in the process of making the relevant arrangements to have the necessary repair works completed, however Councillors are asked to specifically consider a number of actions which will be detailed during the meeting.

15. BUS STOPS

Following the sudden addition of 8 numbered references on bus stops in the Parish, the PFO and Clerk have been liaising with ECC and looking through historic files to establish formal ownership of the bus stops in the Parish. For Councillors information, the only bus stops owned and maintained by the Parish Council are the one opposite North Weald Library, the southbound stop near to Tylers Industrial Estate, and the stop opposite Upland Road.

16. GATE THORNWOOD COMMON

Councillors are asked to note that on 3 occasions in the last 8 weeks, the lock on the Thornwood Common access gate has been broken off by thieves who have stolen equipment belonging to parties completing works on the common in relation to the Tudor House development.

17. STREET LIGHTING

Councillors will recall from the October meeting that they were advised on an issue with street light numbered 6080 in Upland Road, namely that it was leaning, and that the column had various signs and paraphernalia on. The cost to replace this column was over £7,000, mainly due to the need for traffic management. After the meeting, the Clerk contacted this councils street lighting contractor, who visit site and managed to both get the light working, and restraighen it, all for less than £400. As such, no further works are required at this time.

18. VEHICLE ACTIVATED SIGNS (VAS)

Councillors will recall from the January 2025 Budget/Precept meeting that it was agreed to precept £8,000 for works to install two VAS – one in Upland Road, and one in Weald Bridge Road. There are a number of technical elements to this, and the PFO and Cllr Clegg have been working together to fulfil all the necessary requirements and find suitable locations. Initially, the application to install these signs would have had to go through the Local Highway Panel, however they are not accepting any future works at this time. As such, the Parish Council will be dealing directly with ECC and its licencing department. It is hoped that a full application will have been submitted by the end of this year.

19. NEIGHBOURHOOD PLAN

Councillors are asked to **NOTE** that the formal 6 week Regulation 14 consultation has been scheduled to take place between 12th January and 23rd February 2026. The plan is currently with EFDC to conduct a full screening assessment to ascertain if a Habitat Regulation Assessment or Strategic Environmental Assessment is needed, and to allow them the sufficient time to consult with the relevant parties. It also allows the PFO time to get all the consultation materials ready for the consultation. A further update will be made available at the January 2026 Parish Council meeting.

20. BUDGET / PRECEPT ITEMS

As Councillors are aware, the 2026/2027 Budget and Precept will be considered at the Finance and General Purposes committee meeting on 1st December 2025. Councillors are asked to put forward any items they would like considered, including costing and relevant details, to either the Clerk or the PFO as soon as possible.

21. CHRISTMAS AND NEW YEAR ARRANGEMENTS

With Members **APPROVAL** the Parish Council Office will be closing on 19th December and re-opening up on 5th January. The Clerk and staff will of course be on call for any emergencies and for the Cemetery. The staff will take annual leave over this period (when it does t fall in with the statutory 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. 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