



1st December 2020

TO: ALL COUNCILLORS

You are summoned to attend a Meeting of the Parish Council which will be held on Monday 7th December 2020 at 7.30pm.

There will be no physical meeting in line with current government guidelines and therefore all communications will be conducted electronically via ZOOM. The link to the meeting can be accessed from the Parish Council Website www.northweald-pc.gov.uk on the morning of the meeting after 10am.

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. CO-OPTION OF COUNCILLOR FOR HASTINGWOOD WARD 🖐

📄 Government Guidance has not changed regarding Co-Options. Therefore a CV from a local resident is included for Members perusal at **Appendix 1**.

4. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council held on 2nd November 2020, as attached at **Appendix 2**.

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 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.**

7. REPORT OF THE CLERK

During Covid -19 Virus Outbreak Members are asked to **NOTE** that All Staff have been working on all items within this Agenda. If any Councillor would like further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff for further updates.

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 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.

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 - County Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting

e) Parish Councillor Reports

f) Queens Hall Report

g) Neighbourhood Plan Report – Neighbourhood Plan – Principal Financial Officer to Report

h) EFDC Local Plan Report

i) Highways Report

9. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which have been made up to 30th November 2020 and **NOTE** the account balances at the end of the month - ***this list will be circulated electronically prior to the Meeting***

10. GOING FORWARD – ELECTRONIC RECORDS

Members are advised that all the cemetery ownership and interment records have been input on to the Rialtas software, as have all the details of the Allotment Tenancies and plot holders. A survey will be carried out in the Cemetery in the new year of the Memorials and these will be added.

11. BUDGET / PRECEPT 2021/2022

Members are reminded that the Budget and Precept Meeting will be held on Monday 21st December at 7.00pm via Zoom. Members are asked to let the Clerk have full details of any items that they wish to be placed on the List of Items to be considered for this meeting before Monday 7th December.

12. EFDC NORTH WEALD AIRFIELD CONSULTATION

Soundings have been distributing various consultation documentation throughout the Parish in relation to the North Weald Airfield Strategic Masterplan. Two meetings were organised by the consultants which members of the Parish Council were invited to. One set of minutes from the first meeting has already been circulated to Members and a further set is expected shortly. Members are asked to note that this is the initial informal consultation, with the more formal consultation expected

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to be held late spring / early summer 2021. Since the last meeting, the Clerk has received an email advising that *'the website was launched on Thursday 26th and the following consultation documents are available:*

- *Flyer being hand delivered to all Parish residences and businesses over the next few days*
- *Website: <https://www.nwairfieldconsultation.co.uk>*
- *Consultation [digital exhibition boards](#)*
- *Feedback form ([print](#) and [web](#))*
- *Online [FAQs](#)*

The email further advised that the meeting on the 25th was not a consultation, but rather an opportunity to give the Parish Council a preview of the consultation materials and responses to questions that were raised in the first meeting on 10th November.

Soundings would like to meet before the end of the year for an open session with an agenda set by the Parish Council, with an appropriate length of time to enable a good conversation. Sounding are not proposing to make any presentations, but have material on hand for reference and they would take recorded notes which will inform the development of the strategic masterplan in early 2021, before it is presented to Cabinet in March 2021.

Soundings are proposing to leave it to the Clerk and PFO to coordinate a date and time that would suit Councillors. Members are asked therefore to **CONFIRM** if they wish to have a further meeting and if so a date for the meeting.

13. HMRC INLAND BORDER FACILITY

Members are advised that the Secretary of State Robert Jenrick MP approved this facility and the arrangements are now going forward for this Inland Border Facility at North Weald Airfield. The Chairman, Vice Chairman, Clerk and PFO met with the Chief Executive and Members and Officers of the District Council on the 23rd November to discuss how this facility will operate and also to discuss some of the Parish Council concerns. It is understood that an Officer or a Member from the District Council will be in attendance at this meeting.

14. EFDC SUSTAINABLE AND HEALTHY LIVING CONSULTATION

The Clerk and PFO took part in the Sustainable and Healthy Living Consultation which was held virtually on the 25th November. Documents have previously been sent to Councillors for their perusal, however full copies can be found at [Sustainable and healthy living consultation – Epping Forest District Council \(eppingforestdc.gov.uk\)](#). These documents have been created to support EFDCs commitment to produce net zero carbon emissions by 2030. The important things to note within this consultation is that these documents and the information within them supports Planning & Environmental Policy going forward. Members are asked to email the Clerk with any comments that they may have if they would like the Parish Council to respond to this consultation. The deadline for responses is midday on 14th December.

15. CEMETERY

There has been one Burial at the Cemetery. The new planting to the Gardens of Remembrance has been now completed.

16. GDPR FILING

A small amount of GDPR filing has been undertaken this month.

17. INTERNAL AUDIT

The Internal Auditor completed his Audit remotely during November. He has provided the Parish Council with a full Report as attached at *Appendix 4*.

18. NOTICE OF CONCLUSION OF EXTERNAL AUDIT

The Clerk is pleased to report that this Council has received the final report from the External Auditor with no matters arising or having been brought to Members attention. Copies of the Notice of Conclusion of Audit have been posted on the parish Noticeboards, and on the Councils website.

19. REMEMBRANCE SUNDAY & DEBT OF HONOUR

This year as Members will understand no formal events were able to take place in line with Government Guidance due to Covid-19. However arrangements were made to facilitate the following:

- 25 Wreaths laid at the Norwegian Stone / Debt of Honour
- Parish War Memorial cleaned
- Debt of Honour cleared of leaves and grass cut
- Plaque at the Queens Hall cleaned
- Commemorative Remembering at Home Brochure was organised
- Colouring Pictures on Social Media

Whilst this was not in line with the usual events on the day, it went some way in marking the occasion. Amongst the 25 wreaths that were laid was one laid by the Chairman on behalf of the Royal Norwegian Airforce, 56 Squadron and the Parish Council at the Debt of Honour / Norwegian Stone. The Vice Chairman laid on behalf of Norwegian Defence Attaché and all the North Weald Community who had been unable to attend in person this year. The Chairman also laid wreaths at the War Memorial in St Andrews Church.

It was agreed that whilst not the normal way of marking the event, it had been the best way to mark it in what had been a difficult year.

20. SOCIAL MEDIA

The Parish Council Facebook page continues to be updated on a regular basis as does Twitter.

21. NORTH WEALD VILLAGE BEST FESTIVE CHRISTMAS DISPLAY

A second poster has been put up on North Weald Noticeboards advertising the event and this has also been placed on Social Media and the Parish Council website.

22. PARKING AROUND ST ANDREWS SCHOOL

The Clerk has been asked to place the matter of Parking in roads around St Andrews School in North Weald on the Parish Council Agenda for discussion. This has been brought to the meeting by Cllr Ms Carmela Coop-Rodia.

23. NORTH ESSEX PARKING PARTNERSHIP (NEPP)

Members are asked to note that the Essex County Council based NEPP has advised they are offering their services of a one to one meeting with Councillors via Microsoft Teams to discuss Parking Issues in parishes. Two Councillors have so far agreed a meeting : Cllrs Ms Carmela Coop-Rodia and Cllr George Mulliner, both to discuss various parking issues in their particular 'wards'. These one to one meetings are being offered on the 1st Monday of the month.

24. CHRISTMAS TREE IN NORTH WEALD 

The Clerk has received a request from a resident for a Christmas Tree to be placed along the Parade of Shops in North Weald. Reproduced below is what the local resident has said

“Hi - I am not sure how to go about this so here goes. Would it be possible to have a Christmas tree or some form of Christmas lights out side the shops in the village. I have lived in the village for the last six years and have often wondered why there are no lights or trees to welcome you. As this has been such a hard year because of the corona virus I thought it would be good for the children and brighten everyone up.”

The Clerk has responded and advised that each year a Tree is placed on the small green by the flag pole, however the resident requested that this matter still went forward as she felt that this tree was too far back and not noticeable enough. Members are therefore asked to **CONSIDER** this request.

25. VANDALISM AT THORNWOOD

Members are advised that the Graffiti Report has now been sent to the Police and Insurance Company. We are awaiting comments from both.

26. COMMUNITY ALLOTMENT

The North Weald Community Allotment works will commence early in the New Year. EFDC Community Officer and Cllr Coop-Rodia met with the Clerk and have drawn up an Action Plan. Any Councillor who wishes to have a copy is asked to contact the Clerk for details.

27. CHRISTMAS & NEW YEAR OPENING TIMES

Members are reminded that the Parish Council will close for business 12 noon on Wednesday 23rd December and re-open at the Parish Hall on Monday 4th January 2021 at 10am. It is expected that the Parish Council Office will re-open in the Parish Hall (subject to the relevant Government Guidance) on that Monday.

28. JANUARY PARISH COUNCIL MEETING 

The January Parish Council Meeting will be held on **Monday 11th January 2021 at 7.00pm** Councillors are asked to **AGREE** to this **change to Standing Orders**. This will be held to confirm the Precept figure only, unless there are other urgent matters to discuss, which will of course be added to the Agenda.

29. 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 is currently ONE confidential item to be considered