



North Weald Bassett Parish Council

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Clerk to the Council.
Susan De Luca

26 January 2021

TO: ALL COUNCILLORS

You are summoned to attend a Meeting of the Parish Council which will be held on Monday 1st February 2021 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

PLEASE NOTES TIME AND DATE OF THIS MEETING
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. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council held on the 11th January 2021 as detailed on *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 the Clerk may have to note questions and respond to them after the Meeting.**

6. 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 Councillors wishes 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.

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7. 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 2 if they have been submitted by Members for inclusion*.

MEMBERS REPORTS INCLUDED WITH THIS AGENDA

- 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
- e) Parish Councillors Reports
- f) Queens Hall Report
- g) Neighbourhood Plan Report – Neighbourhood Plan – Principal Financial Officer to report
- h) EFDC Local Plan Report
- i) Highways Report - If Available

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which have been made up to the 31st January 2021 and **NOTE** the account balances at the end of the month - *this list will be circulated prior to the Meeting*.

9. EFDC AIR POLLUTION MITIGATION STRATEGY

The Principal Financial Officer will give Members a verbal report on this matter. Further details, including a copy of the strategy, can be found at <https://www.eppingforestdc.gov.uk/facts-on-the-interim-air-pollution-mitigation-strategy/>


10. PARISH COUNCIL CEMETERY AUDIT

The Annual Audit has been carried out in the Cemetery. This has included the Annual Topple Test and a survey of the Memorials. Three Memorials need to have work carried out to them and the owners have been written to. A verbal report will be given at the meeting.

11. TREE PROJECT

100 Trees which are from a free tree grant funding project should be received in in early February. It was agreed that these should be planted in the old wooden play area on Weald Common. The Parish Council is liaising with ECC & EFDC on other Tree Projects and are looking to see if we can get some free trees for boundary fencing at Queens Road and Wheelers Farm Gardens Allotments. Cllr Holly Whitbread is looking into this for the PC.

12. PARISH COUNCIL RESPONSES TO MEETINGS WITH OTHER PARTIES & PARISH COUNCIL RESPONSE TO LOCAL PLAN

 The Clerk has been in correspondence with a local resident regarding this matter who is asking some very valid questions. However she now feels that these responses should come from the Council as a body, rather

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than the Clerk, as the proper officer. Therefore the questions that have been asked are reproduced at **Appendix 3** as well as the Clerks answers. Members are asked if they wish to confirm these responses or if they wish to add any additional comments.

13. HASTINGWOOD ALLOTMENTS

Members will recall that the Parish Council was undertaking a de-allotmentisation process of Hastingwood B Allotment Site, however this had been put on hold due to COVID-19. However during the Precept discussions, and in particular in relation to Hastingwood and the uptake in demand for allotment space in the parish, it was agreed that this matter would be placed on an Agenda and Members would be asked if the process should continue or if the site should be considered for allotment purposes including possibly a communal orchard or such like. Members are asked to look at this matter again and see if they feel that this area should once again be used as allotments or simply an open space.

14. ESSEX COUNTY COUNCIL – PROBLEMS WITH OBTAINING RESPONSES ON VARIOUS MATTERS

The clerk will give a verbal report on this matter.

15. GOING FORWARD – PARISH HALL AT THORNWOOD

The clerk has written to all groups and organisation advising of the current government guidance and what the situation is. The COVID-19 testing centre is still at the Car Park, and apart from a few ‘hiccups’ at the beginning there have been many positive reports from the community of it being there. The Clerk had a conversation with the Clinical Commissioning Group about the possibility of it being used as a Vaccination Centre, but nothing further has come from this conversation, other than an email being received by the clerk noting the conversation.

There is currently a very good product on the market which is a De-Misting Sanitizer which would be a very good purchase for the hall and could be used to sanitize the Office and Hall overnight. The cost of this would be £580 and the product would leave the property 99.9999% safe. Cllr Wood already has this operating in her office. The product offers a special ‘mist’ overnight which sanitizes throughout the building and is on a timer. Members are asked to **CONSIDER** the purchase of this for Health and Safety reasons.

16. PURCHASE OF IT EQUIPMENT & COUNCILLOR EMAIL ADDRESSES

Following a verbal report at the January Meeting by the Clerk and PFO which was also backed up by the Internal Auditor, members agreed the need for councillors to have either an iPad, android tablet or Chromebook together with use of a specific council email addresses dedicated for council business. Members are therefore asked to **CONFIRM** the purchase of these. A quote will be sent to Councillors prior to the meeting.

17. APPOINTMENT TO COMMITTEES

a) Parish Council Planning Committee

Cllr P Etherington has expressed an interest in being nominated on to the Planning Committee.

b) Parish Council Environmental Committee

Cllr Coop-Rodia has expressed an interest in being nominated on to the Environmental Committee.

c) Queens Hall Charity

Parish Council Appointed Trustee Jon Schlanker has resigned as Trustee from the Queens Hall Charity. The Appointment of a new Trustee will be held over until the AGM of the Queens Hall Charity which is due to be held in the Spring.

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18. 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