



North Weald Bassett Parish Council

Parish Hall at Thornwood Common, Weald Hall Lane,
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Clerk to the Council.
Susan De Luca

2nd February 2022

TO: ALL COUNCILLORS

PLEASE NOTE TIME AND DATE OF MEETING

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 7TH FEBRUARY 2022 at 7.00 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 covid 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 **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 Monday 24th January 2022 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 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

Members are asked to **NOTE** that all staff have been working on the items within this Agenda. If any Councillor 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 try to give prior notification to the Clerk.

7. REPORTS & MEMBERS REPORTS

MEMBERS ARE REMINDED THAT THEY ARE ASKED 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 2** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report – verbal 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 - verbal reports will be received if no written report has been submitted
- e) Queens Hall Charity Report – verbal report
- f) Neighbourhood Plan Report – verbal report
- g) EFDC Local Plan Report – verbal report
- h) Highways Report – If available

8. FINANCIAL REPORTS


- a) **List of Cheques & Monthly Statement of Accounts – Up to 31st January 2022**
- b)  **Completion of 2021/2022 Interim Internal Audit – Report Attached at **Appendix 3****

9. QUEENS PLATINUM JUBILEE

a) **Parish Council Organised Event – Tree Planting on Weald Common**

The Tree Planting on Weald Common is being carried out in conjunction with ECC and the Woodland Trust. A number of meetings have already been held with these organisations and all relevant details regarding the type and ages of trees that should be planted have been discussed. Further details regarding possible grants for maintenance of the woodland are being looked at. Office staff are also looking at how to get the community to join in with this initiative, especially for the Platinum Jubilee with school age children and also other members of the community being allotted their own tree and it being shown on a map as to its location. These individuals would then receive a certificate to say they had been allocated a tree in their name.

Councillors are asked to **NOTE** that thanks to Councillor Bedford in his position as Deputy Leader of EFDC and Darren Goodey, EFDC Commercial Services Manager, the Parish Council has now had a Norwegian Spruce delivered as a permanent Christmas Tree on the Village Green. This was given and planted, free of charge, to the Parish. A formal letter of thanks will be sent after councillors have been formally appraised of this donation.

- b)  **Queens Platinum Jubilee – Setting Up a Committee to Commemorate the Event Within the Parish – various information documents included for Members information at **Appendix 4****

c) To Consider the Funding for Events

Councillors are asked to consider what funding is needed for these events.

d) Renovation and rededication of the Norwegian Memorial and Parish Memorial

Plans are underway for this event to take place on Sunday 19th June, an email has already been sent to Lt Henning Holm in Norway, advising of the occasion. The Clerk will send a chaser during February advising of further information. Cllr Andy Tyler is investigating the additional names for the Parish Memorial.

e) Hastingwood Village Hall – Centenary Celebrations

The Clerk recently met with the Hastingwood Village Hall Committee who will be undertaking an Afternoon Tea as part of the Queens Platinum Jubilee Celebration and the Hall Centenary Celebrations. The Queens Jubilee Working Group / Committee will be asked to consider if any funding should be made available for these celebrations.

10. ANNUAL PARISH ASSEMBLY 

As Members are aware due to the pandemic this Parish Council was unable to hold an Annual Parish Assembly together with the annual award presentations in both 2020 and 2021. Therefore it is essential that this is held in 2022. In order to facilitate this, we need to arrange this between the 1st March and 1st June. Legislation states that the Annual Parish Meeting (Assembly) must be held between 1st March and 1st June (inclusive) each year on a date decided by the Parish Council (LGA 1972 s 14 (1)(2)). The Annual Parish Meeting (Assembly) may not start earlier than 6:00pm (LGA 1972 s 14 (4)).

2022 is NOT an Election year therefore Members are asked to allocate a day for this event. The Parish Hall in Thornwood is becoming quite busy, and the only Mondays available are the ones which have Parish Council Meetings scheduled. Members are therefore asked to **CONFIRM** if they would be willing to ‘swap’ one of the Mondays scheduled for a Parish Council Meeting for Annual Parish Assembly, however it cannot be the May Meeting and as such it would probably need to be the April Meeting which is due to be held on Monday 4th April.

11. CIVIC AWARDS

The Parish Council has a number of nominees held in abeyance from 2 years ago. Notices asking for nominees can be put be placed on Noticeboards and Social Media with immediate effect.


12. ANNUAL ALLOTMENT AWARDS

Allotments Wardens will be able to give Nominations for these and this will be awarded at the Annual Parish Assembly.

13. ANNUAL ALLOTMENT COMMITTEE MEETING

Members are advised that the Annual Allotment Committee Meeting will be held on Sunday 13th March at 9am in the Parish Hall at Thornwood Common.

14. MEMORIAL TREE AT HAMPDEN CLOSE 

 The Clerk has received an email from Councillor Andy Tyler detailed at **Appendix 5** regarding the Memorial Tree in Hampden Close, North Weald which is tucked away in a corner of a car port. It is a little known memorial dedicated to nine members of the Essex Regiment who lost their lives while guarding North Weald aerodrome on August 24, 1940. Their shelter received a direct hit during a German air raid. The oak tree still bears the marks of the blast. Cllr Andy Tyler has been contacted by a resident whose garden is adjacent to the tree. The Tree is dedicated to the following:

Private John Barnes

Private James Bates

Private Frederick Elliott

Private Stephen Held

Private Samuel Knight

Private Nathaniel Miles

Private Monty Pincus

Private Stephen Shuster

Private Douglas Wood

The memorial was dedicated on August 24, 2010. Members are asked to **CONSIDER** the expenditure in a one off cut and trim to the tree.

15. THANK YOU CARDS FROM NORWAY HOUSE

Following the generous donations that a number of Members of North Weald Bassett Parish Council sent to Norway House to help fund their Annual Christmas Party, Members will find included at **Appendix 6** two thank you cards from families who had been in residence over the festive period. The Chairman will expand on this further at the meeting.

16. NORTH WEALD AIRFIELD STRATEGIC MASTERPLAN

Members are advised that following the Event at the Parish Hall and a number of comments from Members, the final letter in relation to the above has now been sent to EFDC & Soundings. A copy of the letter will be tabled for Members so they are all aware of its content as changes have been incorporated.

17. MEETING WITH DISTRICT COUNCILLORS CHRIS & HOLLY WHITBREAD

The clerk and the Chairman met with the above Councillors on Friday 14th January and discussed the following Matters:

From Cllr Buckley

- Performance standard of the new Road Sweep in NW.
Cllr Chris Whitbread will investigate this matter via EFDC Waste Department and Biffa as it clearly is not satisfactory.
- Roundabout sponsorship possibility on A414 at The Talbot.
Cllr Chris Whitbread will send the Clerk the new LHP Forms to complete and apologised for not sending them previously
- Outstanding High Road repairs at shops and zebra crossing at Kings Head.
Halos were discussed – Cllr Whitbread was meeting with Cllr Lee Scott in the next few days – if the Parish Council paid for Halos on Zebra Crossings could these be installed – this would be checked
- 3000 Trees for Queens Platinum Jubilee, Flood relief/drainage on North Weald Common / Playground
Both Cllr Holly & Chris Whitbread were very encouraged with this project. Cllr Holly Whitbread advised of possible grant funding that may be available from the Essex Climate Change Fund for future Maintenance of the Trees
- Planning performance agreement for Quinns in writing
Cllr Chris Whitbread advised that he ask Andrew Marx to send over written confirmation of what any PPA is.
- Remaining Bike Restrictor at St Clements and cctv promised for outside cemetery – update
Cllr Chris Whitbread confirmed there would only be one physical Bike Restrictor on the Footpath and that it was his understanding that CCTV was already in place and that no incidents had been recorded. He would ask Safer Communities of they time for the CCTV could be extended to cover the Spring and Summer period for 2022.
- Church Lane/Hastingwood Village Gateways.
The Clerk had received details on one Gateway close to the Lancaster Road end of Church Lane, however all agreed it was the Cemetery end of Church Lane that the Gateway Sign was needed. Cllr

Whitbread would investigate this further and come back and advise, he would ask that a further meeting regarding Hastingwood Gateway Signs be made.

From Principal Financial Officer

- Can EFDC confirm that the Forward Planning Department are NOT actively advising developers to go against the proposals in the Local Plan, as developers are telling us otherwise. (Site Rosario R2 as an example refers).

Both Cllr Holly and Chris Whitbread advised why they would not attend the meeting on Monday as they did not wish to fetter their interests. They felt that the District Council would not advise a Developer to increase a site but would try to get the best out of the site.

From the Clerk

- Going Back into Library / Library Surgeries – we have not heard Anything at all
Cllr Holly Whitbread to take this up further with Cllr Louise McKinlay, Portfolio Holder for Communities. The Registrar is still in the Library.
- Epping and Ongar Railway – A number of residents have tried to contact District Councillors about their concerns – have not received a response
Both Councillors were unaware of this matter.
- Lighting & Deer along the B1393 – Thornwood Road – Wintry Park to Thornwood
Both Councillors to bring this matter to the attention of Lee Scott Portfolio Holder for Highways
- District Council Surgeries – will they start again in 2022
Yes, as soon as the restrictions regarding meeting in public end, they will go ahead, Cllr Chris Whitbread said they are very useful and would like to meet both with Members of the Public and the Parish at least every couple of months, possibly on a Friday Afternoon.

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 are NO confidential items to be considered