



27th February 2019

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday 4th March 2019**, in North Weald Library, High Road, North Weald Bassett at **7.30pm** to transact the business shown in the Agenda below.

Susan De Luca

Clerk to the Council

Members of the public and press are invited to attend this meeting

*Members are Reminded that a Number of Documents were Circulated with their February Agenda
Members are asked to Please bring this Documentation With Them to This Meeting If you No Longer Have this Documentation Please Advise The Clerk Who Will Print Another Set of Paperwork For You.*

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 7th January 2019 as attached at
The Minutes of the Personnel Meeting held on the 25th February 2019 as attached at
Appendix 1 (PC Minutes previously circulated).

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.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

6. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT 

To **RECEIVE** the report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council. *As attached at Appendix 2.*

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

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 questions emanating from 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**

MEMBERS REPORTS

- 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 – If Available
- e) Parish Councillors Reports
- f) Queens Hall Charity – Verbal Report
- g) Neighbourhood Plan
 - (i) Design Code Document
 - (ii) Neighbourhood Plan Leaflet
- h) EFDC Local Plan – Verbal Report

8. LOCAL PLAN **a) Dates of Hearings**

The Clerk & Principal Finance & Administrative Officer have been liaising with the Programme Officer concerning the hearing dates for public examination of the EFDC Local Plan. Initially, this Council put forward they would like to attend 10 of the hearing days, however we have only been allocated attendance and representation on two days as follows:

- Day 12 – 15th May 2019 – Matter 15: Places – Issue 2, Policy P6 & Policy P11
- Day 15 – 23rd May 2019 – Matter 14: Infrastructure and Delivery

The Programme Officer has confirmed in writing that the Parish Council can make representations on either day 12 or 15 regarding the representations it planned to give on the remaining 8 days. Further details will be given at the meeting. **(from last meeting)**

b)  Formal appointment of Legal Representation for Parish Council representation at Local Plan Hearings

The Clerk, Chairman and Cllr Mrs Grigg have met with Rob Jameson at Attwater Jameson Hill with regard to formal representation at the Local Plan. The cost of representation, including all

preparation and meeting time and attendance at both hearing days will be £5,700 plus VAT. Councillors are asked to **RATIFY** this cost and the formal appointment of Mr Jameson. (from last meeting).

9. EPPING FOREST DISTRICT COUNCIL OFFICES – BLENHEIM WAY

Epping Forest District Council is proposing to build Offices at a site on land owned by EFDC at Blenheim Way. The Parish Council is being consulted on whether they feel that they would like to be involved if the District Council considers building a purpose built Office, Meeting Room, and possible Library for the Parish Council within that complex. Councillors are reminded this comes at a time when both the Parish Council Offices and Library are under threat. The Clerk has received an email from Georgina Blakemore – Strategic Director at EFDC. This email will be tabled for Members at the Meeting. (from last meeting).

10. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 28th February 2019 and **NOTE** the account balances at the end of the month (*to be tabled, and emailed electronically prior to the meeting*).

b) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Due to Staff Annual Leave, Library Consultation and Staff Absences due to illness, limited work has been carried out. However, a concerted effort will begin at the end of the ECC Library Consultation (21st February).

c) INTERNAL AUDIT

 The Report has been received from the Internal Auditor copies of which are attached at **Appendix 3 Feb Agenda** for Members Perusal. (from last meeting).

11. POLICIES & PROCEDURES, STANDING REGULATIONS & FINANCIAL REGULATIONS

 Members are reminded that it was agreed these would be readopted annually at the February meeting. These are included in a pack at **Appendix 4 Feb Agenda** for Members with this mailing. Council asked to formally **APPROVE** and **ADOPT** these for the forthcoming year. (from last meeting).

12. ECC LIBRARY CONSULTATION

The Essex County Council Library Consultation working group has now met twice. Both County Councillors have attended meetings, and there have been meetings between various people and the Chairman and Clerk. Alex Burghart MP met with a group of residents and Councillors, and this afforded an opportunity for Mr Burghart to be advised of how the Parish Council was engaging with residents and local groups regarding the consultation. Councillors and Staff were present in the Derek Tringham Lounge, North Weald Village Hall, on Saturday, 9th February between 11am and 2pm, and with residents in relation to needing any assistance with the survey and any views that they had regarding the Library Consultation which ended on Thursday, 21st February.

13. REQUEST FOR PEDESTRIAN CROSSING

 Members are advised that the Parish Council have received a letter as detailed at **Appendix 5 Feb Agenda** from Norway House, advising of concerns following accidents outside that location and

requesting support for a pedestrian crossing. It is expected that a list of signatures to accompany the letter will be available for the meeting. Members are asked if they would support this matter going to the Local Highways Panel. ECC Cllr Jackson has already confirmed he would support further investigation into this possibility. (from last meeting).

14. DEBT OF HONOUR

A copy of a letter regarding the Debt of Honour has been received from Arthur Moreton who has forwarded it to the Parish Council. Members are reminded that the Debt of Honour is under the control of the District of Council. The Parish Council has written to the District Council on a number of occasions regarding transferring ownership and maintenance of the Memorial however we are yet to receive a positive response. The Clerk has been contacted by Epping Forest District Council in this matter and a verbal report will be given at the meeting. (from last meeting).

15. NORTH WEALD DOCTORS SURGERY

 Members are advised that the Clerk has been making continuing enquiries regarding the progress in relation to the re-opening of the Doctors Surgery in North Weald. A copy of the email from the Limes is attached at *Appendix 6 Feb Agenda* in which it is stated that the North Weald Surgery is almost ready to open. It is understood that there are still parking concerns from residents. Residents should be advised to contact Epping Forest District Council regarding the possible introduction of a Residents Parking Scheme. (from last meeting).

16. GRANT APPLICATIONS

Members are asked to **NOTE** that the Parish Council was successful in the following applications for the year 2018 – 2019 (**TOTAL OF £28,337**):

- CIF - £11,000 Play Equipment at Thornwood & Memorial Playing Field
- CIF - £9,087 Queens Hall Charity
- EALC - £7,000 Local Services Fund (3 year Funding)
- Stansted Trust - £250 Remembrance Item
- Armed Forces Covenant Trust - 6 Silhouettes- Armed Forces Covenant Trust (no monetary equivalent)

The Parish Council has been awarded a minimum of £1,000 in another Grant Funding round, and this could possibly increase to £4,000 if the Parish is successful in the Peoples Voting. The Clerk will advise further at the meeting. (from last meeting).

17. DIARY DATES

- Sunday, 24th March – Annual Allotment Meeting
- Monday, 25th March – Annual Parish Assembly
- Civic Award Nominations – closing date: Monday, 4th March

18. THORNWOOD VILLAGE OPEN GARDENS EVENT

The Clerk has received an request from the Thornwood Open Gardens Committee to once again Open the Allotments to the Public on Sunday 23rd June between 11am – 4pm and hold the same event as last year (when the event raised £3700 for St Clares Hospice). The Hall is not needed, however there may be some use of the Car Parking.

19. ECC PASSENGER TRANSPORT MEETING

Members are advised that the next meeting of the Epping Forest & Harlow Public Transport Meeting is to be held on Thursday 13 June at Epping Town Council Epping Hall, St John's Road, Epping. Time to be confirmed.

20. HASTINGWOOD VILLAGE HALL

The Parish Council agreed to provide Hastingwood Village Hall the sum of £11,100 from the S.106 Brent House Farm Monies. The Committee are asking if the **£800** set aside for the additional 20 Chairs could be used to provide an additional 'Concrete Disability Compliant Parking Pod'. Some funds have been received from EFDC however there is a shortfall of approximately £800 to provide this pod. Trustees believe that this would be a more effective use of the money at the current time.

21. NORTH WEALD LIBRARY

Members are advised that the ECC Library Consultation closed on the 21st February 2019. The Parish Council has completed, and submitted the Expression of Interest Form to Essex County Council, and has now received a further notification from EFDC regarding the Asset of Community Value. As Members are aware the Parish Council has NOT carried out its own Consultation as the Members felt it was not appropriate to carry out a consultation at the same time as ECC's. However within the Neighbourhood Plan Steering Groups Document (where a general consultation was held with residents within the Parish on various issues) it can clearly be seen under Leisure Facilities, that the Fourth most used Leisure Facility within the Parish was the Library.

Therefore if you take this on board, and with a 48% Response Rate, it would be far more economical for Council & residents to utilise these figures. The next steps are expected to be as follows:

Meeting with Volunteers Who Have Expressed An Interest in Running a Community Library	Friday 1 st March – North Weald Library At 10.30am
Next Meeting Of the Working Group to Decide the Way Forward	Monday 18 th March Following the Planning Meeting
Meeting with ECC Susan Barker and Cllr Jackson	 Letter from County Cllr David Finch Refers as at Appendix 7 March Agenda

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.”

There are currently **NO** confidential items to be considered