



# North Weald Bassett Parish Council

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Clerk to the Council  
Susan De Luca

26<sup>th</sup> February 2020

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## To All Councillors

You are hereby summoned to attend a meeting of the **Parish Council** which will be held on **Monday 2<sup>nd</sup> March 2020**, 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*

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### 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 Parish Council Meeting held on the 3<sup>rd</sup> February 2020.

& to

**NOTE** the Minutes of the Parish Hall at Thornwood Common Meeting held on the 6<sup>th</sup> February 2020. All 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 and statements from members of the public.

*In accordance with the rules set out in the Council's Standing Order no 3 Paragraphs (e) – (k) , the time allocated for public questions and/or statements/ shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting. Each Member of the public will be allowed to speak for a maximum of 3 minutes in total.*


#### 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**.

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**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 tabled at the meeting.

### MEMBERS REPORTS – All if Available

- 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) Local Plan & Neighbourhood Plan – Written Report will be available for Members at the meeting however attached to the Agenda is the Harlow & Gilston Garden Town Transport Strategy at Appendix 3.
- g) Queens Hall Charity – Cllr Ms D Wood to give a verbal Report

## 8. FINANCIAL REPORTS

### a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 29<sup>th</sup> February (these will be emailed to Councillors) and **NOTE** the account balances at the end of the month (the PFO will not be in attendance at this meeting as she is attending the Harlow Gilston Garden Town Meeting).

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

The status on the filing is as per the last Parish Council Meeting.

## 9. SOCIAL MEDIA & WEBSITE

In the absence of Councillor Irvine a verbal report will be given. As Members will recall, due to Essex Info closing on 31<sup>st</sup> March, the Parish Council will need to obtain a new Website before 31<sup>st</sup> March 2020. Cllr Irvine is working together with the Council staff in setting the wheels in motion to set up a suitable website for this Council's needs.

## 10. VE DAY

Members are advised that the Parish Map Project for VE Day is almost ready and has been included in Members packs in Draft Form for information purposes. The Timeline needs to 'tweaked slightly'. Another proposal is for a small Static Exhibition to be placed in the Library close to the Parish Council Office. The Exhibition would run from 2<sup>nd</sup> to 9<sup>th</sup> May and the permission has been agreed by ECC for the Exhibition to be housed in the North Weald Library. The PC Staff would try to source 'War Time Items to go on display at this exhibition, if possible with a special emphasis on North Weald Bassett Parish. Local Residents will be asked if there are any items that they would be willing to loan for the exhibition. The Clerk has contacted District Cllr Nigel Bedford to see if there is any funding available from EFDC for either of these projects. The Clerk will give a further Report at the meeting.

**11. CCTV AT PARISH HALL AT THORNWOOD**

Members are advised that the Chairman of the Council has been in contact with a second supplier for a quotation for CCTV at Parish Hall at Thornwood. Once a second quotation has been received this item will be brought back to this meeting, April, for a decision.

**12. CCTV AT CEMETERY**

Following the Vandalism at the Cemetery. The Rapid Deployment Camera EFDC installed for the PC at North Weald Cemetery on 1st October 2019 has now passed the 3 months maximum deployment period. During the deployed period EFDC have not received any formal requests for recorded images to be retrieved. EFDC have therefore removed the camera on the 24<sup>th</sup> February.

**13. PARISH COUNCIL CITIZEN OF THE YEAR AWARDS **

Members are once again reminded that **NOMINATIONS** are still needed as soon as possible for the Annual Citizen of the Year Awards. Details of the Awards have been advertised as usual. A small sub Committee has been set up to discuss and pick the award winners, this will take place approximately a week before the awards ceremony, therefore Members are asked to:

- Seek further nominations that they may have.

Copies of the Application Form can be sourced via the Parish Council Office.

Members are also asked to **CONSIDER** awarding a special Award this year for an Honorary Free person of the Parish in recognition of a local resident who has reached a significant Milestone birthday and who has undertaken significant recognisable work in the Parish both during the war years and up to the present day. The Clerk will give Members a Verbal Report at the Meeting including details of the relevant Act that this can be carried out under.

**14. HIGHWAY MATTERS **

Following recent Meetings with ECC local Highways Officer Sarah Alcock. A number of items and roads regarding highway matters have been discussed. The Clerk has chased these matters on three occasions, however a response is yet to be received. So she brought this matter to the attention of the EFDC Pre Liaison Meeting where it was suggested that an email be sent to ECC Councillor responsible for Highways Cllr Kevin Bentley. Before the Clerk takes this action she felt it essential that she take this instruction for this course of action from Members.

**15. ROAD/PATHWAY ENTRANCE TO NOTH WEALD VILLAGE HALL **

A number of concerns have been received by the Parish Council from residents in relation to the surface of between the High Road and the Entrance to the North Weald Village Hall. Currently the area in question has been investigated and the Land Registry shows that the land is not in any ownership, however Peer Group have advised the Parish Council that Peer Group do have a right of way over that area of land and they would be willing to pay 50% of any costs of re-surfacing that area. Members are asked whether or not the Parish Council would be willing to **CONSIDER** putting a sum of money towards this project.

**16. DEBT OF HONOUR**

No further updates have been received from EFDC on this matter.

**17. COUNCILLOR SURGERIES **

Councillor Mrs S Hawkins, has met with County & District Councillor Chris Whitbread with regard to the possibility of holding Councillors Surgeries in Thornwood. Cllr Whitbread has agreed to this as

have the other Thornwood District Councillors. The dates that have been agreed for these meetings are as follows:

**All are Fridays**27<sup>th</sup> March24<sup>th</sup> April19<sup>th</sup> June31<sup>st</sup> July11<sup>th</sup> September23<sup>rd</sup> October4<sup>th</sup> December.

These Surgeries will be held at Thornwood Village Hall between **11am- and 1pm** and Members are asked as they are bookings which would benefit the Community – ie Community Bookings -if the Parish Council would **CONSIDER** covering the cost of these bookings – this would be £10 per session.

Members are asked if they would also like to **CONSIDER** reinstating Parish Council surgeries. These used to be held in the Library on a Saturday, however these could be held once a month on a normal Parish Council working day, and a couple of Saturdays added if it was felt this was necessary for residents who could not make a normal Parish Council day.

It would probably only need one or two Members to attend as staff are present so it would not be to onerous on Members

**18. STAFFING MATTER**

The Clerk will give Members a verbal report.

**19. DATES FOR YOUR DIARY**

**Environmental Committee – 10.30 am on 11<sup>th</sup> March North Weald Library**

**Annual Allotment Meeting - 9.30am for 10.00am Sunday 22<sup>nd</sup> March Parish Hall at Thornwood**

**Annual Assembly including Civic Awards – 7.00pm Monday 23<sup>rd</sup> March at Parish Hall at Thornwood.**

**20. EXCLUSION OF THE PUBLIC AND THE PRESS** 

In the event that the Agenda contains Exempt (**CONFIDENTIAL**) pages, or if 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 however an item may be placed in the Confidential part of the meeting as long as it is in accordance with the statutory guidance .

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**THERE ARE CURRENTLY NO CONFIDENTIAL ITEMS TO BE CONSIDERED**

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