



27th April 2020

TO: ALL COUNCILLORS

You are summoned to attend the Annual Meeting of the Parish Council which will be held on Monday 4th May 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. A link will be sent out to you in order that you are able to access the meeting.

Clerk to the Council

Susan De Luca

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

AGENDA

PRIOR TO THE START OF THE MEETING CLLR BUCKLEY WOULD LIKE TO HOLD ONE MINUTE SILENCE FOR THE LATE COUNCILLOR, BRIAN ELDRIDGE

1. ELECTION OF CHAIRMAN 🙌

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon. **Members are asked to NOTE that no Elections should take place if someone currently holds office, however Members can agree that the current Chairman remains in place until 6th May 2021, under the Coronavirus Bill. However they can still chose to show their support and take an ‘informal’ vote for the Minutes during these unprecedented times.**

2. ELECTION OF VICE CHAIRMAN 🙌

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon. As the Office of Vice Chairman is **VACANT** this position can be filled by voting a member of the Parish Council into this position.


3. APOLOGIES FOR ABSENCE 🙌

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

5. CONFIRMATION OF MINUTES

 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 2nd March 2020 as attached at **APPENDIX 1**. To **NOTE** that due the Coronavirus outbreak, no Parish Council meeting was held in April 2020.

6. VACANCY – HASTINGWOOD WARD

Members are asked to **NOTE** the Vacancy for a Councillor in the Hastingwood Ward. A Notice of Vacancy was placed on the 3 Hastingwood Noticeboards & the central North Weald Notice Board together with the Parish Council Website on Monday 27th April. These will be publicised for 21 days, after which if an election is called then this will happen after 6th May 2021. The Clerk is still trying to ascertain the rules on Co-Options.

7. 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

8. 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 on behalf of the Council after the Meeting.**

9. REPORT OF THE CLERK


 To **RECEIVE** the report of the Clerk on matters which will be of current interest to Members. Members are asked to have read this Update and **contact** the Clerk if they need any Clarifications that she may be able to provide **prior to the meeting**, which may be able to ensure that the meeting can move along in a swift manner. The Report from the Clerk is 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.

10. MEMBERSHIP OF COMMITTEES

 **Vacancies - Members are asked to NOTE that there are currently still Vacancies on the Management Committee at the Parish Hall at Thornwood & the Trustees at the Queens Hall.**

Last year's Memberships is as detailed on **APPENDIX 3**

 To **DETERMINE** the membership of the Council's Standing Working Committees as follows -

(a) **Planning Committee** (11 Members)

to meet 1st and 3rd Mondays (usually) subject to plans being available.

(b) **Environmental Committee** (7 but Open to All Members).

to meet monthly during the day, usually four times a year.

(i) **Allotments Sub Committee** (3 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).

(c) **Finance & General Purpose Committee** (Open to All Members)

to meet once or twice a year, but always to meet to set the Budget and Precept

(d) **Personnel Committee** (Usually 5 Members)

to meet as and when necessary.

(e) **Emergency Personnel Working Group** (3 Members of the Personnel Committee) to be able to meet at short notice

f) **Neighbourhood Plan** – Cllr Blanks, Cllr Clegg

11. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

Due to the current COVID-19 outbreak, the Council will issue a Notice of Meetings Schedule once further information is available regarding the Lockdown Periods, and whether these meetings will be held electronically or in a Meeting in Person setting.

12. REPRESENTATION ON OUTSIDE BODIES

Members are asked to **DETERMINE** the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES	
Outside Body	Representation Council Year 19/20
Parish Passenger Transport Forum	Cllr Mrs A Grigg
Norway House	Chairman of Parish Council
North Weald Village Hall	Cllr Bedford
Epping Forest District Council Committees	
<ul style="list-style-type: none"> • Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings) • Local Councils' Liaison Committee – two reps – (clerks may also attend these meetings) • Joint Standards Committee – one rep (but only if your council is a member of this) 	<p>Cllr Mrs S Jackman, MBE & Chairman, & Clerk</p> <p>As Above</p> <p>Cllr Bedford</p>

Queens Hall Charity

In the Governing Document the Term of Office is for One Year.

PC Appointed 2019-2020

- Dawn Wood – Councillor. Administrator & Treasurer
- Colin Kinnear - Resident
- Jamie Prior - Resident
- *Nicole Kelly – Resident - Nicole Kelly has advised that she wishes to resign as PC appointed Trustee*
- John Schlanker- Resident
- Stuart Greenhill- Resident
- James Prior- TBC
- Terry Blanks - Councillor
- George Mulliner - Councillor

Groups


- Helen Gould- Red School – Helen Gould will no longer be a trustee or representative of the Red School, however it is unclear at this stage if there will be an alternative representative for the Red School.
- Ian Cuthbert – UKA Karate
- Vince Current – NWCC - Cricket
- Diane Archer- Bowls
- Badminton - Sarah Cook

Nicole Kelly has advised that she wishes to resign as PC appointed Trustee

13. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded that they should review their Interests on a regular basis, and as such the Clerk is advising Members as such on behalf of EFDCs Monitoring Officer. Any updated forms **MUST** be submitted to EFDC within 28 days of any change. **This is a legal requirement.**

14. 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 4 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 – On the Clerks Report
- f) Queens Hall Report – On the Clerks Report Report
- g) Neighbourhood Plan Report – Neighbourhood Plan currently on hold
- h) EFDC Local Plan Report - No Report at the Moment

16. FINANCIAL REPORTS **a) List of Cheques & Monthly Statement of Accounts**

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

b)  APPROVAL OF ACCOUNTS 2019/2020 

A copy of the Final Accounts for 2019/2020 is attached at **APPENDIX 5**. Councillors are asked to **CONSIDER** the accounts, and to approve them by way of **RESOLUTION**. Ideally, any queries should be raised with the Clerk or PFO prior to the meeting so a formal response can be given at the meeting.

c) APPOINTMENT OF INTERNAL AUDITOR

Council is asked to **CONFIRM** the appointment of Auditing Solutions as the Parish Councils Internal Auditor for the year 2020/2021, and to further **NOTE** that the final Internal Audit for 2019/2020 will be carried out remotely.

d) FINANCIAL RISK ASSESSMENT & BUSINESS CONTINUITY PLAN

Each year the Council is required to undertake a review of the Financial Risk Assessment in place. A copy of this document is attached to the agenda at **Appendix 6** along with a copy of the Business Continuity Plan, both of which have been updated. Council is asked to **REVIEW** these documents for approval.

e) EXTERNAL AUDIT

Due to the current COVID-19 outbreak, the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published has been extended from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.


17.COMMUNITY PARTNERSHIP WITH NORTH WEALD VILLAGE LIFE VOLUNTEERS

Members are advised that the Clerk has been working closely with June at North Weald Village Life with regard to the North Weald Volunteer Group, who are helping with Volunteer Efforts to vulnerable people. June has been in contact with another person within Thornwood to see if any help is needed in that Village. The Clerk has been in contact with Cllr Shirley Hawkins at least three times a week to ensure that any help needed can be passed on (Thornwood is being run on a stand alone basis mainly by neighbours for each adjacent neighbour, however June has advised that she has contacted a Thornwood Resident who advised that she would run a group if necessary). The Clerk has contacted a Hastingwood Resident who has advised that she is not aware of any scheme that is running or if there is a need for one, however she is aware that a number of residents are supporting one another with shopping and medicine. The Clerk has drawn up a document Attached at **APPENDIX 7** for Members regarding what has been happening in the Parish. June has had the opportunity to include the Volunteer input and has done so, and the Document will be published as a joint Parish Council and North Weald Village Life Volunteer Document. The Clerk, in conjunction with the Chairman made the Delegated Decision to grant the North Weald Village Life Volunteer effort of up to £500 to spend on essential items, such as Petrol, Hand Sanitizer, Gloves, Masks, and small items of shopping that they cannot be reimbursed For. June will provide an Excel Sheet of what the money has been spent on, and the first £250 tranche of this funding has been paid. Parish Councils have a power to make grants to community voluntary organisations. The gain must be commensurate with the amount spent and can only be spent where there is no other power available. Local Government Act 10972 sec 137 capped at £8.32 per elector in 2020/2021 Therefore as Members will see the £500 is well within that range. Members are asked to RATIFY this expenditure.

18. PARISH COUNCIL INSURANCE 

The Parish Councils insurance is due for renewal on 1st June 2020. Members are advised that a copy of the policy document is available for perusal if required. The price for renewal is £3,393.93, representing a 4.5% increase on 2019/2020, however this was not unexpected due to the Storage Container now being insured. Council is asked to **CONSIDER** this renewal.

19. CORPORATE GOVERNANCE / POLICY DOCUMENTS 

 In April 2019, the Councils Policy & Procedure documents were agreed after being amended. Attached at **APPENDIX 8** is a list of these documents. When these were last approved, Councillors advised that they did not wish to receive full hard copies of these documents, and simply wanted to be advised of any changes. The Parish Council's Environmental Policy has been updated and was adopted at full Council in October 2019, and other than those listed on appendix 7 or on this agenda, no other changes have been made. Members are asked to **CONFIRM** if they are content to **ADOPT** these documents on block as Policy Documents with a review date of April 2021, or if they wish to make any alternative arrangements.

20. ESSEX COUNTY COUNCIL – HIGHWAY CONCERNS

The Clerk has written a formal letter to Cllr Kevin Bentley at ECC. This was sent to County Hall by post at the beginning of April. Members are asked to **NOTE** that a response is still awaited.

21. ANNUAL PARISH ASSEMBLY & CIVIC AWARDS CEREMONY 

It is a legal requirement that the Annual Parish Assembly has to be held during the 1st March to 1st June. This is the meeting which is open to all parishioners and those who are registered on the Electoral Role have a right to speak and question the Council over any matter that they may be able to answer, it is also the Platform at which the Council usually hosts its Annual Awards Ceremony. Robert Jenrick the Minister for Communities and Local Government has advised that Parish and Town Councils can agree not to hold this meeting this year, due to the COVID-19 crisis. As this is the only time that the Meeting can be held Members are asked **CONFIRM** that they accept this ruling. However Members are asked if they wish to **POSTPONE** the Awards Ceremony until later in the year.

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