



NORTH WEALD BASSETT

PARISH COUNCIL

Parish Hall at Thornwood Common, Weald Hall Lane, Thornwood, Essex CM16 6NB

Tel: 07572 507591
www.northweald-pc.gov.uk

Email: clerk@northweald-pc.gov.uk

Clerk to the Council
Susan De Luca

4th May 2021

NOTICE OF MEETING

A Meeting of the Parish Council will be held on Monday 10th May at 7.30pm.

This meeting will be held in the Thornwood Common Parish Hall, Weald Hall Lane, Thornwood, with the necessary social distancing measures in place. Public attendance may be limited based on the numbers of people who may wish to attend and to ensure compliance with COVID secure measures. Face Masks must be worn at all times.

Clerk to the Council

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

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. The Declaration of Office will be signed following the election.

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.


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 26th April 2021 as attached at **Appendix 1**. Members are asked to further **NOTE** that a standard Scheme of Delegation **AGREED** at the last Meeting, is enclosed for Members safekeeping also at **Appendix 1** with the Minutes from the previous Meeting.

6. 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.**

7. REPORT OF THE CLERK

Members are asked to **NOTE** that All Staff have been working on all 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 give prior notification to the Clerk.

8. REPORTS & MEMBERS REPORTS

MEMBERS 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 – verbal 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 – **Document enclosed**
- g) EFDC Local Plan Report – verbal report if any update necessary
- h) Highways Report

9. 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

10. MEMBERSHIP OF COMMITTEES

Vacancies - Members are asked to NOTE that there are currently still vacancies on the Trustees at the Queens Hall. It is not expected that there will be any vacancies to the new Liaison Committee at Thornwood.

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)

Normally to meet 1st and 3rd Mondays, **however dates now subject to plans being available and dates that comments have to be returned to EFDC.**

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

to usually meet four times a year – twice in the day – twice in the evening.

(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 – Monthly Currently Cllrs Mulliner and Hawkins).

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

to meet at least once a year, but always to meet to set the Budget and Precept


(d) Personnel Committee (Up to 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** – 2 Councillors

11. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 Due to the current COVID-19 outbreak, the Council have issued a Notice of Meetings Schedule as shown on *Appendix 4*, up to December 2021 for Parish Council and one Environmental Committee Meeting only, once the Parish Council return to Meeting in Person in September a revised Schedule of Meetings will be issued. Members are asked to **AGREE** to the Parish Council Meeting in June 2021 to be cancelled if there is not enough business to be discussed.

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 20/21
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 – In the Absence of Cllr Jackman – Cllr T Blanks has attended as a substitution</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
- Stuart Greenhill- Resident
- James Prior- TBC
- Terry Blanks - Councillor
- George Mulliner - Councillor

Groups

- Helen Gould- Red School
- Ian Cuthbert – UKA Karate
- Vince Current – NWCC - Cricket
- Diane Archer- Bowls


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 **MUST** be submitted to EFDC within 28 days of any change. **This is a legal requirement.**

14. APPROVAL OF ACCOUNTS 2020/2021 


 Attached at *Appendix 5* is a copy of the final accounts for 2020/2021. Council is asked to **CONSIDER** these accounts and resolve to **APPROVE** them by way of resolution.

15. REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL 

 The Council has a duty to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. To this end, a statement of internal controls has been created setting out the controls in place for this Council, a copy of which can be found at *Appendix 6*. Council is now asked to:

- a) **REVIEW** of the effectiveness of the system of internal control
- b) **CONSIDER** the findings of this review.

16. EXTERNAL AUDIT (AGAR) 2020/2021 

 Each year the Council's Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For 2019/2020, the legislation was amended due to the COVID-19 Pandemic, however this legislative change has now ended. As such, the following remains specified:

- The requirement for the public inspection period to include the first 10 working days of July
- The AGAR must be approved by 30th June 2021.

This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda at *Appendix 7* is a copy of the relevant pages of AGAR. Council is now asked to:


- a) Prepare the Annual Governance Statement (Section 1)
- b) Approve the Annual Governance Statement by way of **RESOLUTION**.
- c) Consider the Accounting Statements (Section 2)
- d) Approve the Accounting Statements by way of **RESOLUTION**.
- e) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.

Councillors are also asked to **NOTE** the period for the exercise of public rights and publication of the unaudited annual return will be between Monday 14th June and Friday 23rd July, and that the relevant notices will be erected onto the notice boards and Parish Council website on 14th June.

17. APPOINTMENT OF INTERNAL AUDITOR 

Council is asked to **CONFIRM** the appointment of Auditing Solutions as the Parish Council's Internal Auditor for the year 2021/2022.

18. INTERNAL AUDIT 

 Members are asked to **NOTE** that this year's Internal Audit has been carried out remotely and a copy of the Report is appended at *Appendix 8* for Members Agreement.

19. PARISH COUNCIL INSURANCE 

The Parish Councils insurance is due for renewal on 1st June 2021. Members are advised that a copy of the policy document is available for perusal if required. The price for renewal is £3,468.69, representing a very small increase, just over 3% on 2020-2021 Council is asked to **CONSIDER** this renewal.

20. ELECTRONIC DOCUMENTS 

Members are asked to **CONFIRM** if they wish to have their documentation served on them for Parish Council Meetings electronically.

21. 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 is currently ONE confidential item to be considered
