



NORTH WEALD BASSETT

PARISH COUNCIL

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

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Clerk to the Council
Susan De Luca

2nd May 2024

TO: ALL COUNCILLORS

PLEASE NOTE TIME AND DATE OF MEETING

NOTICE OF MEETING

You are summoned to attend the Annual Meeting of the Parish Council which will be held on **MONDAY 13th MAY 2024 at 7.30 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.

Susan De Luca
Clerk to the Council

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

Prior to the Start of the Meeting at **7.00pm** will be the Presentation of the Sporting Award, which is part of the Civic Awards to Joanne Ryan who could not attend the Awards ceremony on 22nd April. Joanne was selected to represent Great Britain and Northern Ireland in the 4 x 100 metre relay team at the European Masters Athletics Championships in Pescara Italy last year. The team, with Joanne as lead runner, won a gold medal.

Following this Ms Debbie Bodhanya from The Limes Surgery, Epping, will be in attendance. Ms Bodhanya is meeting informally with Members of the Parish Council only. This meeting is at the request of Councillor N Born. Members are asked to bring any questions that they have to the meeting in order that Ms Bodhanya can either answer these for Members, or take the questions away and provide a written answer following the 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.

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5. CONFIRMATION OF MINUTES

 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 8th April as attached at **Appendix 1**.

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. 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. 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. In particular the Clerk and Staff have been working on the following matters:

- Sensory Garden – Covered in separate item in this Agenda
- Allotments
- Annual Report
- Civic Awards
- End of Year processes

9. 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.

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


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) Highways Report – If available

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10. MEMBERSHIP OF COMMITTEES

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** (10 Members)
dates now subject to plans being available and dates that comments have to be returned to EFDC. Meet usually in the Parsh Hall when available.
- (b) **Environmental & Open Spaces Committee** (7 but Open to All Members).
to usually meet three times a year – twice in the day – twice in the evening.
 - (i) **Allotments Sub Committee** (2 Members of The Environmental Committee) - to have delegated power to act on all matters relating to the allotments. To meet monthly and visit allotment plots, and report back. Currently Cllrs Hawkins & Spearman.
- (c) **Finance & General Purposes 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 include Chairman and Vice Chairman – Cllrs Clegg, Spearman & Jackman) 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 Planning – All Councillors** – New Format

11. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 Details and Dates of forthcoming Parish Council Meetings are attached on *Appendix 4*.

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 23-24
Parish Passenger Transport Forum	Cllr Born
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) 	Cllr Mrs S Jackman, MBE & Chairman, & Clerk – In the Absence of Cllr Jackman – Cllr T Blanks has attended as a substitution As Above Cllr Bedford

Queens Hall Charity

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

PC Appointed 2023-24

- Cllr Wood – Councillor, Administrator & Treasurer
- Cllr Kinnear – Councillor, Chairman

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- 2 Other Residents – Names to be Confirmed
Groups
- 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. **This is a legal requirement.** New Forms are included and Members are asked to re-submit these forms at the request of EFDC to ensure all details are up to date. Please return to the Clerk, who will forward to EFDC.

14. APPROVAL OF ACCOUNTS 2023/2024

Whilst the accounts for 2023/2024 have been completed, it makes sense to await review by the Internal Auditor who is visiting the first week of June. This matter will be on the June Agenda for Approval.

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 this Council reviewed its effectiveness of systems of Internal Control. Members are asked therefore to **CONFIRM** that they are happy with this system for this financial year.

16. APPOINTMENT OF INTERNAL AUDITOR

Council is asked to **CONFIRM** the appointment of Auditing Solutions as the Parish Councils Internal Auditor for the year 2024-2025.

17. PARISH COUNCIL INSURANCE

The Parish Councils insurance is due for renewal on 1st June 2024. Once again the Clerk has been looking to source an alternative company. Previously called BHIB, Clear Councils is one company that has been looked at, however generally in the past the overall cover has been less favourable than what is currently being offered by the Councils, current insurers. We are currently awaiting a renewal notice from Zurich insurance, and Councillors will be asked to **CONSIDER** this renewal.

18. ELECTRONIC DOCUMENTS

Members are asked to **CONFIRM** that they wish to have some of their documentation where relevant, served on them for Parish Council and other Meetings, electronically for reasons of efficiency and to save paper where possible.

19. GENERAL POWER OF COMPETENCE

Parish Councils are corporate bodies and their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008, when they could, if eligible exercise the Power of Well-being 2008 Order made under Section 1 (2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a General Power of Competence, a radical new power with wide ranging possibilities. This broader General Power of Competence replaces the Power of Well-being.

The General Power of Competence was brought into force by S1, 961 The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

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“The Governments intention in providing eligible parish council with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things that they have previously been unable to do under their existing powers”

It gives eligible local councils “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be a power of first not last resort.

This Parish Council is an ‘eligible council’ as the Clerk is a Qualified Clerk and holds the Certificate in Local Council Administration, the Clerk has completed the training in the exercise of the General Power of Competence, and this Council fulfils the Electoral Mandate by having at least two thirds of the Member of the Council Elected.

Therefore, a Resolution must be taken at the Annual Meeting following elections to **RESOLVE** the Eligibility of this Council to use this Power.

Members are therefore asked to **RESOLVE** this Councils Eligibility.

20. PARISH COUNCILLORS REMUNERATION

The Clerk has received a request from a Councillor to put this item on the agenda for reconsideration. As Members will be aware this Council does not currently have a remuneration scheme for Members. It has been discussed in the past and voted on, however it was historically over the last twenty-five years agreed that Councillor would not support any payment for undertaking what they perceived to be their civic duty, and only the Chairman would be allocated an allowance to carry out his duties throughout the municipal year. The Clerk has spoken to Gary Woodhall in Democratic Services at EFDC who has advised the following:

In the first instance, it is for the Parish Council to decide whether they wish to pay an allowance, and then we convene the Independent Member Remuneration Panel (acting as the Parish Remuneration Panel) to make recommendations to you. You simply have to give consideration to the Panel’s recommendations, you are not bound to follow them. The following link provides fuller information for you to consider; you will have to scroll down quite a way to reach the “Allowances for Members of Parish Councils” section, which explains it all.

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65960#:~:text=The%202003%20Regulations%20remove%20the,their%20duties%20on%20the%20council.>

This is stated as:

Allowances for Members of Parish Councils

Parish basic allowance

1. Parish councils may choose to pay their members an allowance, known as ‘parish basic allowance’, to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.
2. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish

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remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.

Travel and subsistence allowances

1. A parish council may also pay its members allowances in respect of travel and subsistence. These are discretionary allowances. They may be paid in respect of travel and subsistence both inside and outside the boundary of the parish. Allowances for travel may include allowances for travel by non-motorised transport, such as a bicycle.
2. Travel and subsistence allowances may only be paid for travel and subsistence in respect of:
 - a meeting of the authority
 - a meeting of a committee or sub-committee of the authority
 - a meeting of some other body to which the authority make appointments or nominations
 - a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
 - a meeting of a local authority association of which the authority is a member
 - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.
1. If it wishes to pay travel and subsistence allowances, a parish council must consult its parish remuneration panel. The panel will make a recommendation as to the level of allowances, and the duties in respect of which they should be paid.

Withdrawal of allowances

1. A parish council may make provisions so that where a member is suspended or partially suspended from their duties, all or part of any allowances can be withheld. They may also provide that any allowances already paid in respect of a period for which a member has been suspended must be repaid.

Forgoing allowances

1. A parish councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish council.

Financial loss allowance

1. The 2003 Regulations remove the option of authorities to allow parish councillors a financial loss allowance under section 173 of the Local Government Act 1972. Parish councillors can instead be paid the parish basic allowance and travel and subsistence allowances to remunerate them for their duties on the council.

Publicity

1. Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available

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for inspection at reasonable notice. They must provide copies of this record on request, and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a web site, or publish them in one or more local newspapers.

Parish remuneration panels

1. When they pay allowances parish councils should have regard to the recommendations of a parish remuneration panel. This panel is set up by a district or county council within whose area a parish council is situated and is referred to as the 'responsible' authority. Where a parish council is one of a group of parish councils established under s11 of the Local Government Act 1972, and which are not wholly situated within one district or county council, its responsible authority will be the authority within which the majority of the electors for the group of parishes live.
2. A parish remuneration panel may be established by a responsible authority. Alternatively, two or more responsible authorities may jointly form a parish remuneration panel. In considering whether to jointly establish a parish remuneration panel, responsible authorities should consider whether it would be appropriate and cost effective, taking into account local circumstances. Responsible authorities should also consider whether the joint parish remuneration panel would command public confidence within the parishes for which it made recommendations.
3. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the responsible authority or authorities. However, where any member of the responsible authority's panel is also a member of a parish in respect of which the parish remuneration panel may make a recommendation they should not be a member of the parish remuneration panel. Any parish councils for which a parish remuneration panel makes recommendations will contribute an equal share towards the running costs of the panel.
4. A parish remuneration panel can make recommendations as to allowances of the parishes situated within the area of the responsible authority or authorities. It may make a single recommendation applying to all the parishes within that area, or can make individual recommendations for each parish. It will make recommendations as to whether parish basic allowance should be available to all members of the parish council, or only to the chair. It will also make recommendations as to the duties for which travel and subsistence allowance may be claimed.
5. The panel will also make a recommendation as to the amounts of parish basic and travel and subsistence allowances. These recommendations will be expressed in terms of a cash figure. The level of parish basic allowance will also be expressed as a percentage of the amount recommended by the independent remuneration panel of the responsible authority for the allowances of that responsible authority. The percentage may be any figure up to and including 100%.

Transitional provisions

1. Parish councils, if they choose, will be able to pay parish basic allowance once they have had regard to a recommendation of their parish remuneration panel. Until 31 December 2003, they will retain the option of being able to pay

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attendance and financial loss allowances under the Local Government Act 1972. However, they may not pay both parish basic allowance and attendance or financial loss allowance in respect of the same duties or period of time. From 31 December 2003, sections 173-5 of the Local Government Act 1972 will be disapplied in respect of parish councils. As such, if they wish to pay allowances after that time they will only be able to do so under these Regulations.”

Members are therefore asked to **CONSIDER** if they wish to adopt a members remuneration scheme, and if so what the scheme would be so the matter could be put to EFDC for consideration.


21. TRAFFIC ORDER–UPLAND ROAD JCTN WITH HIGH ROAD THORNWOOD COMMON

Members are advised of a Traffic Order in relation to the placing of Red Lines in Upland Road and at the junction where it meets High Road, under Traffic Regulation Order number *NEPP_EFDC38_Upland Road*. Members are asked to **NOTE** this traffic order.

22. UPDATE ON DEVELOPMENTS

 To receive an update on housing developments in the Parish, and also to **AGREE** a response to be submitted to EFDC following Sport England’s response to Application EPF/2587/23 - Land to South of Vicarage Lane, North Weald Bassett, Epping, CM16 - Application for hybrid planning permission, seeking outline planning permission with all matters reserved, except for principal means of vehicular access from the A414 and Vicarage Lane West, for a mixed use scheme comprising residential development (Use Class C3). A draft response is attached at **Appendix 5**.

23. LETTER FROM BLACKHORSE LANE RESIDENTS GROUP

 Early in April the clerk received a letter from a group of residents who advised that they had formed a residents group in relation to development that is happening around Blackhorse Lane in North Weald. A copy of the communication which was received is attached at **Appendix 6** together with this council’s response. Members are asked to **NOTE** these communications. It is understood that the Agents for the site have held a meeting with the residents who are local to the proposed development.

24. CIVIC AWARDS

Members are advised that the Civic Awards (2023) were presented at the Annual Parish Assembly in April. Details of the award winners are shown on the schedule which is attached at **Appendix 7**. The Chairman was delighted to hand out the awards to the very worthy winners.

25. SENSORY GARDEN

The Sensory Garden has now been completed. The Official Opening of the Sensory Garden will be Wednesday, 29th May at 10.30am, all councillors are invited to attend and invitations are currently being sent out.

26. D DAY COMMEMORATIVE EVENTS

a) The Parish Council commemorative event will commence at **9.00pm** at the Debt of Honour on the 6th June, and will involve the lighting of the Ruby Lantern at **9.15pm** in line with all other areas.

- <https://www.d-day80beacons.co.uk/lamplight>

Please see link above for details.

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b) We are still awaiting full details of the event which is being organised by the Squadron. However we do know that it is being held on the Airfield on 31st May, 1st and 2nd June. A rota will be circulating shortly asking councillors for assistance with the manning of a stand with historical items.

27. CONFIRMATION OF DATES FOR TRIP AROUND AIRFIELD WITH DARREN GOODEY, AIRFIELD MANAGER

Darren has now provided the Clerk with two dates, Members are asked to confirm which date is best for them. These dates are as follows: **May 23rd & June 13th Late afternoon or early evening.**

28. CHANGE OF DATE FOR JUNE MEETING 

Members are asked to **AGREE** the change of date for the June Parish Council Meeting to the second Monday in June – Monday 10th. This is due to the need for the Annual Governance and Accountability Return (AGAR) to be approved and signed at a Council Meeting. The Internal Auditor is attending the office during the 1st week of June, he will sign the Internal Audit part of the AGAR (which must be completed prior to Council approving the AGAR) and the remainder needs to be signed at a Council Meeting. This would therefore alleviate the need to hold an Extraordinary Meeting the following week specifically to approve and sign the AGAR.

29. 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 item to be considered
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