



28<sup>th</sup> October 2020

**TO: ALL COUNCILLORS**

**You are summoned to attend a Meeting of the Parish Council which will be held on Monday 2<sup>nd</sup> November 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. The link to the meeting can be accessed from the Parish Council Website [www.northweald-pc.gov.uk](http://www.northweald-pc.gov.uk) on the morning of the meeting after 10am.**

**Susan De Luca  
Clerk to the Council**

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

---

### 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 5<sup>th</sup> October 2020, and to **NOTE** the Minutes of the Environmental Committee meeting held on 19<sup>th</sup> October 2020 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 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.*

#### **6. REPORT OF THE CLERK**


*During Covid -19 Virus Outbreak Members are asked to NOTE that All Staff have been working on all items within this Agenda. If any Councillor would like 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.*

## 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 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.

### 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** - County Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting

### e) Parish Councillor Reports

### f) Queens Hall Report

**g) Neighbourhood Plan Report** – Neighbourhood Plan – Principal Financial Officer to Report

### h) EFDC Local Plan Report

### i) Highways Report

## 8. FINANCIAL REPORTS

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

To **APPROVE** the lists of payments which have been made up to 31<sup>st</sup> October 2020 and **NOTE** the account balances at the end of the month - **this list will be circulated prior to the Meeting**

## 9. LAND FOR TREE PLANTING PROJECT

It was agreed at the last meeting that we would identify land owned by the Parish Council, and also land that could be under the control of EFDC and possibly used for tree planting. The following have been identified as suitable places:

Weald Common	Old Wooden Play Park	PC Owned
Weald Common	Close to Small Football Pitch	PC Owned
Weald Common	Triangle Nature Reserve	EFDC Own
Weald Common	Far field near to Higham View Bridge and adjacent to Access Road	PC Owned
High Road NW	At the Front of Brick Building Building Hurricane Way	EFDC Owned – Suggestion By Cllr Alan Buckley
High Road NW	In Front of Norway House	EFDC Owned – Suggestion By Cllr Alan Buckley
Hastingwood	Hastingwood B Allotment (Currently Being De Allotmentised)-	PC Owned

Thornwood	Allotments – Community Orchard and Community Garden	PC Owned (we already have 100 Free Trees Coming)
North Weald Airfield	Trees to be placed in shape of Aeroplane	EFDC Owned - Suggestion by Cllr Nigel Bedford

Members are asked to **CONSIDER** if any of the above areas seem suitable.

#### **10. 'GOING FORWARD' - PARISH COUNCIL & PARISH HALL AT THORNWOOD**

Following last month's decision by Essex County Council to move Essex into Tier 'High', the Parish Council continues with its Monday morning Face to Face Administration Session out of the Parish Hall. Currently there are no hirings in the hall from Groups due to the High Tiering that we have been placed in. However the Clerk would like to confirm the receipt of the £10,000 grant received from EFDC into the Parish Councils bank account.

#### **11. 'GOING FORWARD' - PARISH COUNCIL ELECTRONIC MANAGEMENT OF PC FUNCTIONS**

The first training session took place during October on the Allotment software. Further training sessions are booked in to take place in November.

#### **12. 'GOING FORWARD' - PARISH COUNCIL VACATING OFFICE AND STOREROOM IN LIBRARY**

Everything has now been removed from the Library and Storeroom and the keys have been returned.

#### **13. NORTH WEALD AIRFIELD – HMRC INLAND BORDER FACILITY**

At the 19<sup>th</sup> October meeting of the Planning Committee, Members agreed that a response to the Letter and Leaflet should be made and as such a draft was circulated to Members. Amendments were made and a further email query was sent. Additional further documentation was received by the Parish Council in the form of an Operational Management Plan, and the Parish Council has also been asked to respond to this consultation document. However the document was incomplete with none of the Appendices included. The Clerk contacted the consultation agents and asked for copies of the missing documents, and has subsequently been advised that these are not going to be made available however a meeting will be arranged. The Clerk has advised that it will be impossible to respond to this document without sight of the missing Appendices. The Chairman was also given a copy of the Operational Management Plan. A further update will be given at the meeting.

#### **14. CEMETERY**

There is nothing to report at the Cemetery.

#### **15. GDPR FILING**

Due to the completion of the move from the library no GDPR filing has been undertaken this month.

#### **16. AUDIT**

The Internal Auditor has advised that he will be carrying out the Internal Audit for 2020 -2021 remotely during November. This will mean that the documents will need to be sent to him remotely,

#### **17. FOODBANKS**

The Clerk was asked to place this item on the Agenda by two Councillors who asked that an explanation be provided of the difference between an official Foodbank and a Volunteer Foodbank.


The Clerk has received the following from the manager at Epping Forest Trussell Trust Foodbank, and trusts this provides an detailed explanation.

*“As a charity we work with front lines agencies to get emergency food to people in crisis and have been active across Epping Forest for ten years. I have copied in Chris, our Food Bank Chair of Trustees and Caroline, deputy chair and Co-ordinator of [Living Hope](#), based in Loughton.*

*During COVID there have been “pop up” groups set up by people keen to help others during the pandemic. One of these has been 3Food4U who have opened centres in Waltham Abbey and North Weald offering free food, home essentials clothes and toys without assessment or referral. The Food Bank is keen to hear about what impact the parish council feel this provision is having for people in North Weald who are finding it tough to make ends meet in this challenging time. Our model is quite different, in that we support people whose needs have been identified, they are getting help during their time of crisis and are keen not to create a culture of dependency. Our help is offered to a range of people through referral agents like Citizens Advice, health care professionals, social workers, and support services. This means everyone in a household who would might otherwise not seek help have access to have ten nutritionally balanced meals during a time of crisis, and our donated resources are used to support people who genuinely need help.”*

Members are asked to note that the Manager of the Foodbank has advised she would be happy to answer any questions that the parish council has or is willing to attend a remote meeting, stating that it is a complex and nuanced subject once you get to thinking about it . Members are asked to **CONSIDER** if they would like to set up a meeting.

## **18. REMEMBRANCE SUNDAY & DEBT OF HONOUR**

 The Parish Council has now received notifications of the wreaths that various organisations / individuals wish the Parish Council to lay on their behalf. Details of this are attached at **Appendix 3**. Members are asked to advise the Clerk if they would be willing to lay one of the wreaths on behalf of one of the organisations. The Remembrance Sunday ‘Remembering At Home’ pamphlet has been printed and will be distributed to shops in North Weald by 1<sup>st</sup> November. There are some additional copies available for Councillors who would be willing to distribute to other outlets in other areas of the Parish. Copies will also be made available at the Debt of Honour on Remembrance Sunday.

We are saying :-

- There will be no Formal Service this Year. Consider Remembering from Home, as per our pamphlet. We think that a number of people will stay away this year anyway as we are normally jam packed on the site.
- If you wish to lay a wreath at the Debt of Honour, this can be done at any time on the day, notwithstanding the significance and solemnity around the Act of Remembrance. We will hold Two Minutes silence when the Chairman of the Parish Council lays his wreath.
- If you are coming to the Debt of Honour (located on a small green area, open on three sides) you must 'take charge of yourselves' and follow the current guidance ie Rule of Six, no mingling, ensure social distancing, and wear face coverings.
- Overall, the message is that Remembrance Sunday IS being observed but in rather different circumstances. But all who consider turning up must act responsibly and comply with (whatever) rules apply at the time. Remember from Home This Year.

## 19. SOCIAL MEDIA

Meetings continue to take place and the Parish Council Facebook page continues to be updated on a regular basis.

## 20. NORTH WEALD VILLAGE BEST FESTIVE CHRISTMAS DISPLAY

At the Environmental Meeting, it was agreed that this Council together with Everything Epping Forest (The Councils Press Officer) are joining together to run a Christmas 'best decorated home and business' competition in North Weald Village this year.

North Weald Village Residents will be able to enter before December 10<sup>th</sup>. Each property / premises (exterior only) will be visited unannounced after the closing date and a picture of the display will be taken with the pictures featured on the social media, so residents can vote from their own homes. Votes can also be cast by email and text message before the closing date of December 19, with the winners receiving a £25 prize from the parish council (£25 for the best residential display; £25 for the best business premises). Everything Epping Forest has agreed to visit all the properties that have entered the competition .

## 21. ALLOTMENTS

Members are **ADVISED** that a Grant for £1000 has been awarded from ECC Locality Fund via ECC Councillor Anthony Jackson. This is to be used on a Community Allotment at North Weald.

## 22. DATE FOR FINANCE & GENERAL PURPOSES & BUDGET / PRECEPT MEETING

The date for the Budget / Precept Meeting will be Monday 21<sup>st</sup> December at 7pm.

## 23. CHRISTMAS & NEW YEAR OPENING TIMES

The Parish Council will close for business 12 noon on Wednesday 23<sup>rd</sup> December and re-open at the Parish Hall on Monday 4<sup>th</sup> January 2021 at 10am.

## 24. JANUARY PARISH COUNCIL MEETING

The January Parish Council Meeting will be held on Monday 11<sup>th</sup> January 2021 at 7.00pm Councillors are asked to **AGREE** to this change to Standing Orders. This will be held to confirm the Precept figure only, unless there are other urgent matters to discuss, which will of course be added to the Agenda.

## 25. BROADBAND CHAMPION

Cllr Andy Irvine has been Appointed a Broadband Champion, a verbal report will be given at the meeting.

## 26. 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. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance,

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