



## ***North Weald Bassett Parish Council***

Parish Hall at Thornwood Common, Weald Hall Lane,  
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***Clerk to the Council.***  
Susan De Luca

29<sup>th</sup> October 2021

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**TO: ALL COUNCILLORS**

**PLEASE NOTE TIME AND DATE OF MEETING**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **TUESDAY 9<sup>th</sup> November 2021 at 7.00 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, with any 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. Councillors and Residents may be asked to wear face coverings when attending the meeting, however they may be removed whilst seated.

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 of following:

- the Minutes of the Meeting of the Parish Council held on 6<sup>th</sup> September which are 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. NOTICE OF VACANCY**

Members are advised that due to the resignation of Cllr Ms Carmela Coop Rodia a vacancy has occurred in the Hastingwood Ward. The vacancy was reported to EFDC Elections Office and the relevant Notice of Vacancy have been posted. At the current time it is understood that no request for an Election has been made. If this is still the case, then EFDC will advise the Clerk and the Parish Council will be able to co-opt.

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## 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 the 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 try to give prior notification to the Clerk.

*Additional to this the Principal Finance Officer has attended a number of workshops on Climate Change and Safer Roads.*

*The Clerk and the Senior Admin Officer have attended a Cemetery Course on Gardens of Remembrance. The Senior Admin Officer has also attended a course on the Woodland Trust and Free Tree Scheme, and Community Police Officers.*

*Further details will be given either at the Finance and General Purpose Committee meeting or the Environment Committee meeting.*

*The Clerk has made two Grant applications – 1 for ECC Councillors Locality Fund – 1 for RCCE Safer Buildings: both grants being for The Thornwood Parish Hall – We are awaiting to hear the outcome.*

*Staff are also looking at arranging the following events before the end of March 2022:*

- *Annual Allotment Meeting*
- *Citizen of the Year Awards*

## 8. REPORTS & MEMBERS REPORTS

**MEMBERS ARE REMINDED THAT THEY 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:  
- **Cllr Andy Irvine will be submitting a Report for Members which will be circulated.**
- e) Queens Hall Charity Report – verbal report
- f) Neighbourhood Plan Report – verbal report
- g) EFDC Local Plan Report – verbal report
- h) Highways Report

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## 9. FINANCIAL REPORTS

a) **List of Cheques & Monthly Statement of Accounts** – As the Parish Council Accounts are being Audited on the 12<sup>th</sup> November there will be no Accounts available as the PFO is undertaking work to provide the Auditor with the relevant paperwork he needs.

### b) Internal Audit

Members are reminded that the Internal Auditor will be in attendance on **Friday 12<sup>th</sup> November** to carry out the first part of the Internal Audit.

## 10. BUILDING BACK BETTER - POSSIBLE MOVE BACK INTO THE LIBRARY

Members are reminded that the Clerk is continuing in conversations with County and District Councillor Christopher Whitbread regarding a possible move back into the Library. The Clerk has advised the relevant parties that this council would be available to move back in subject to the relevant SLA and agreements being in place. This Council would welcome a move as soon as possible. The Clerk has had a couple of conversations with Cllr Whitbread the week commencing 25<sup>th</sup> October as it is understood that Harlow Library and the Area Registrar will be in situ in North Weald Library until early Spring 2022. So any move would not be expected till after that date.

This is as we would like to have a presence in North Weald. The Clerk has advised Chris Whitbread who agrees that this would be a good idea, therefore the possibility of having an Open Morning for Residents on one Saturday per month (regular date each month). The Clerk would be in attendance. Councillors are asked if they would be willing to attend (perhaps 2 each Surgery) between now and April until hopefully we can be back in the Library.

As the numbers of residents attending the Parish Council Face to Face Administration Centre continues to be quite low, it is suggested that it would better to be open to the public on a Monday and Friday only between 9.15am and 12noon. The staff will work from home on the Wednesday unless they need to go into the office for administration purposes. Obviously if this Council can get the support to hold the once a month Saturday Surgeries in North Weald Library, this should boost visitor numbers thus being of greater assistance to residents.

## 11. REMEMBRANCE SUNDAY EVENTS 2021

As stated previously all plans are in hand for the Remembrance Sunday Events, this year the date is **Sunday 14<sup>th</sup> November 2021**. We are pleased to announce that the Bugler has been confirmed for the Debt of Honour/Norwegian Stone. The Vicar has confirmed verbally, and a further email has been sent to him asking for his formal response.

All invitations have now been sent out. The Royal British Legion were sent a number of emails regarding the organising of the Service at the Parish War Memorial in St Andrew's Church and they have confirmed that no assistance is needed from the Parish Council.

However as a belt and braces exercise the Clerk attended a meeting of the Royal British Legion North Weald Branch RBL (NWB) to confirm whether or not they needed any assistance with any of the printing for hymn sheets or programmes or the cleaning of the Parish Memorial, or indeed any other items that the Parish Council had usually carried out up until 2019 in preparation for the Royal British Legion service at the Parish War Memorial. The Clerk was informed at that meeting by their Chairman that no help was needed, and everything was 'in hand and they were fully prepared', and no assistance from the Parish Council was needed.

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The Chairman of RBL (NWB) asked if any assistance was needed from the RBL (NWB) by the Parish Council at the Service at the Airfield Memorial. The Clerk advised that this was also 'all in hand' and everything was prepared and ready to go. This was commented on by the Chairman and also by the Minute Taker that they could not understand why there is no input from the RBL in the Parish Council Service and they felt it should include the RBL.

The Clerk respectfully reminded the Chairman that she had previously explained the origins of the Service, which had originated at the Norwegian Stone, on a number of occasions to him, and that this was a service of 'Thanksgiving & Remembrance' by the Parish Council. This service was always held at 12.15pm so it did not clash with the Royal British Legion's 'Service of Remembrance' at the Parish Memorial.

The Clerk also explained that there were councillors who were members of the RBL (NWB) who would be in attendance and who would read the passages from the programme so there would be representation. The Chairman and the Minute Taker were still unhappy with this explanation. The Clerk further advised that she does not make these types of decisions, therefore she would place a **full report** of this conversation and matter on the November Council Agenda for Members **discussion and decision** and would then advise the Chairman of the RBL (NWB) of the outcome.

The Minute Taker advised that he felt that using the RBL Poppy on the Parish Council Service Sheet was breaching Copyright. The Clerk advised that she would also report this concern to Members.

After this the Standard Bearer advised that she had not been formally asked to attend. The Clerk advised that a Standard Bearer is never normally asked, and they normally simply attend following the service at the church, but that she would of course send a formal invitation if this is what was required. The Chairman then asked that the request go through him.

Members are asked to **NOTE** this Report from the Clerk and ask if they wish to make any **CHANGES** to the Parish Council Service of Thanksgiving and Remembrance.

## 12. ALLOTMENTS

The Clerk has managed to appointment joint wardens for the Wheelers Farm Gardens and the Queens Road Allotments. This is on a trial basis (at their request), but it is hoped they will stay on permanently. Both are well liked Allotment Tenants and have been on site for a considerable time and have exemplary allotments.

## 13. CHRISTMAS CAROL SERVICES

Rev. Jaimee Summers has requested that a joint Carol Service between St Andrews Church, the School and the Parish Council, takes place on the Village Green in North Weald (by the Flagpole) and The Green adjacent to Wheelers Farm Gardens. The date proposed is 14th December, 6.30pm on the Green.

It is felt that for safety reasons the attended would be restricted to 50 people maximum, and the event could coned off. It was felt that due to the location, residents of Wheeler's Farm Gardens should be specifically advised of the event. The School would provide mince pies and it was suggested that the Parish Council could provide a small glass of mulled wine for fifty people. The school choir would lead the carols and the Order of Service would be as follows:

*Welcome & Introduction: Jaimee*

*Carols: Silent Night ,Away In A Manger, We Three Kings, Hark the Herald,*

*O Little Town of Bethlehem, While Shepherds Watch*

*We Wish You a Merry Christmas.*

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A further update will be given at the meeting. Councillors are asked to **CONSIDER** if they would support this event as proposed.

#### 14. CLIMATE CHANGE

Members will be aware of the EFDC Climate Change Consultation (link previously sent to all Councillors) and also the much wider COP26 Conference. It is felt that that now is the time that most local authorities embrace how they can support this initiative.

EFDC's narrative states that

*A Climate Change Action Plan should aim to take forward the climate emergency declared in September 2019 and put into action the commitment to do everything within our power to become a carbon neutral district by 2030.*

*As well as helping the planet, climate action will also have positive impacts on our lifestyles by improving air quality, our health, nature, the economy and strain on our wallets. These actions can help to make Epping Forest a better place to live, work and play while also protecting valued local features such as the Epping Forest Special Area of Conservation. Climate change will affect all of us and requires urgent action.*

Members are advised that Climate Change will feature on the Parish Councils Environment Committee Agenda, where it will be discussed in much more detail.

#### 15. PARISH COUNCIL WEBSITE

The PFO is looking at the legislative requirements of the Parish Council Website concerning accessibility and is currently consulting with three other Councils: Waltham Abbey, Loughton and Epping. A Report is currently being prepared for Councillors which will be made available at the meeting.

#### 16. EFDC CITIZEN OF THE YEAR AWARDS

Epping Forest District Council's Citizen of the year Award recognises people in the community who make a positive contribution to the district. The Parish Council is being asked if they know an individual (over 18) or a team who have made a real difference in Epping Forest District. If so, does this council wish to nominate them for Citizen of the Year Award or if it is a group of people the Volunteer Team of the Year? The deadline for this is Friday 26<sup>th</sup> November.

#### 17. 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 in accordance with the Statutory Guidance.

There are NO confidential items to be considered