



# NORTH WEALD BASSETT PARISH COUNCIL

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*Clerk to the Council*  
Susan De Luca

1<sup>st</sup> May 2025

**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 12<sup>th</sup> MAY 2025 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 **7.20pm** will be the presentation of a **SPECIAL AWARD** for the retiring Thornwood Allotment Warden, Elaine Davis, who could not attend the Annual Allotment Meeting. The Chairman of the Parish Council will present the Award.


### 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 Acceptance 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. NOTICE OF VACANCY

 As the vacancy for Hastingwood ward has been previously advertised it is able to be filled by co-option. Following interest from a couple of interested individuals, a short resume from a member of the public who is interested in becoming a councillor has been received by the Clerk and is attached at **Appendix 1**, for Members consideration. The applicant has advised he will be in attendance at the meeting.


### 4. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

### 5 . OTHER ABSENCES

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

### 6. CONFIRMATION OF MINUTES

 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 8<sup>th</sup> April as attached at **Appendix 2**.

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## 7. 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.*

## 8. 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*

## 9. 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 for 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 – Changes to Maintenance Plan
- Weald Common – Changes to Maintenance Plan
- Cemetery – Grounds Maintenance
- Cemetery - Interments
- Garden By Parade of Shops - Gardeners
- End of Year processes
- Grant Funding Sourcing– Thornwood Village Hall – to include Lottery Funding and Rural England Prosperity Funding to cover the replacement roof for the Parish Hall at Thornwood – Expected cost circa £93,000
- Consideration of Electric Charging Points on Lamp Columns
- Love Your Bus – Grant Funding – We are still awaiting confirmation of total amount received. Two emails received from County, but no details received as to amount or conditions of Grant Funding.
- Neighbourhood Plan

## 10. 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 3** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report – verbal report
- b) Vice Chairman's Report – verbal report

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- 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

**11. FINANCIAL REPORTS** 

- a) **List of Cheques & Monthly Statement of Accounts up to 30<sup>th</sup> April 2025**
- b) **Investments** – Latest available report will be given

**12. MEMBERSHIP OF COMMITTEES** 

Last year's Memberships is as detailed on **Appendix 4**.

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

- (a) **Planning Committee** (8 Members) - dates now subject to plans being available and dates that comments have to be returned to EFDC. Meet usually in the Parish 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 – once 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 - Any 3 Members of the Personnel Committee
- f) **Neighbourhood Planning – All Councillors** - to meet as and when required.
- g) **Developer Working Group** – All Councillors, and any invited parties

**13. DATES OF MEETINGS FOR THE MUNICIPAL YEAR**

 Details and Dates of forthcoming Parish Council Meetings are attached on **Appendix 5**.

**14. 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 24-25
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"> <li>• Epping Forest Association of Local Councils – two reps (clerks can also attend these meetings) and EFDC Local Liaison Meeting</li> <li>• Joint Standards Committee – one rep (but only if your council is a member of this)</li> </ul>	Cllr Mrs S Jackman, MBE & Chairman, & Clerk – In the Absence of Cllr Jackman – Cllr T Blanks has attended as a substitution  Cllr Bedford

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### Queens Hall Charity

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

#### **PC Appointed 2024-25**

- Cllr Wood – Councillor, Administrator & Treasurer
- Cllr Kinnear – Councillor, Chairman
- 2 Other Residents – Names to be confirmed


#### **Groups**

- Vince Current – NWCC - Cricket
- Name to Be Confirmed - Bowls


### **15. 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.** If Members have had any changes to their interests they are asked to re-submit these forms at the request of EFDC to ensure all details are up to date. Please contact the Clerk for a form who will then forward to EFDC.


### **16. APPROVAL OF ACCOUNTS 2024/2025**

 Attached to the agenda at **Appendix 6** are the draft accounts for 2024/2025. Councillors are asked to **CONSIDER** these accounts, and approve by way of **RESOLUTION**.

### **17. INTERNAL AUDIT 2024/2025**

 Councillors are asked to note that the final internal audit for 2024/2025 was completed on 17<sup>th</sup> April 2025. Attached to the agenda at **Appendix 7** is a copy of the final report. Councillors are asked to **NOTE** the content of this report, and agree any necessary actions.

### **18. 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 is asked to review the effectiveness of systems of Internal Control. Attached to the agenda at **Appendix 8** is a copy of the summary review. Members are asked therefore to **CONFIRM** that they are happy with this system for this financial year.

### **19. APPOINTMENT OF INTERNAL AUDITOR**

Council is asked to **CONFIRM** the appointment of Heelis and Lodge as the Parish Councils Internal Auditor for the year 2025/2026.

### **20. PARISH COUNCIL INSURANCE**

The Parish Councils insurance is due for renewal on 1<sup>st</sup> 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 due to the type of cover offered. The renewal notice from Zurich insurance amounts to £2,842.64. This is a reduction on the current years cost. Councillors are asked to **CONSIDER** this renewal.

### **21. ELECTRONIC DOCUMENTS**

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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.

## **22. 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 28<sup>th</sup> March 2012.

*“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, and the Clerk has completed the training in the exercise of the General Power of Competence. In addition, 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 confirm the eligibility of this Council to use this Power. Members are therefore asked to **RESOLVE** this Councils Eligibility.

## **23. 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 Councillors 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 process for considering an allowance scheme is as follows:

*In the first instance, it is for the Parish Council to decide whether they wish to pay an allowance, and then EFDC convene the Independent Member Remuneration Panel (acting as the Parish Remuneration Panel) to make recommendations to the Council. The Parish Council simply have to give consideration to the Panel’s recommendations, and are not bound to follow them. The following link provides fuller information <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

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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 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 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**

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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 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.

**24. COUNTRYCARE WORK AT THORNWOOD NATURE RESERVE **

Each year the Parish Council budgets for one session of maintenance by EFDC Countrycare at the Thornwood Nature Reserve. The Clerk has been contacted by Countrycare who state that they believe two visits would be required this year – one in May/June, and one in September/October – at an additional cost of £450. Councillors are asked to **CONSIDER** if they wish for this additional visit to take place, and approve the additional expenditure.


**25. MEETING WITH EPPING FOREST DISTRICT COUNCIL – TO DISCUSS ECONOMIC GROWTH**

Members are advised that the proposed meeting with the Acting Chief Executive Officer of Epping Forest District Council to discuss Economic Growth was postponed, and will be convened after the 12<sup>th</sup> May.

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**26. UPDATE ON DEVELOPMENTS AND DEVELOPER WORKING GROUP** 

 On 14<sup>th</sup> April 2025 a meeting of the Developer Working Group took place. Attached the agenda at *Appendix 9* is a copy of the full notes from this meeting. Councillors are asked to **NOTE / CONSIDER** the following points:

**a) LAND AT VICARAGE LANE WEST**

As detailed within the meeting notes, the representative has asked the Parish Council to adopt a collaborative approach in terms of designing the proposed development. Councillors are asked to **CONSIDER** if they wish to work together with the representative in this regard.

**b) GOOGLE PLANNING APPLICATION – NORTH WEALD AIRFIELD**

Further to the update given by Google representatives at the 14<sup>th</sup> April working group meeting, the Clerk has received notification that the application for a Data Centre on North Weald Airfield from Google has been received by Epping Forest District Council and has subsequently been validated. The link to the application is as follows, however at the time of the Clerk drawing up the agenda there are no documents linked to the application. Councillors are asked to NOTE that this application will come before the Parish Councils Planning Committee following the formal notification being received via the EFDC weekly list. [https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000007HGNhIAO/epf084925?c\\_r=Arcus\\_BE\\_Public\\_Register](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000007HGNhIAO/epf084925?c_r=Arcus_BE_Public_Register)

**c) QUINN ESTATES**

The Clerk and RFO had an informal Zoom meeting with the consultant representing Quinn Developments on 29<sup>th</sup> April. During that meeting it was advised that following recent changes to the NPPF, and EFDCs failure to meet its required housing target, a future Outline Planning Application should be expected on land adjacent to Rayley Lane in the near future. The development will comprise initially of up to 600 homes, a 70 Bedroomed Care Home, a 2 Form Entry Primary School, some Sport Facilities together with 12 Hectares of Sang. The representative was provided with a copy of the Parish Councils' Position Statement. The representative also asked to meet with the Developer Working Group, to which the Clerk advised that he should send in a request and in line with Council Policy this would be accommodated accordingly. It was noted that at the current time the consultant advised that they had only formally met with Essex County Council and not Epping Forest District Council in relation to the proposed Outline Planning Application that they planned to submit, and had only discussed housing need, infrastructure and public transport matters.

**27. FLAG**

Members are advised that the Flag was hoisted on St Georges Day, and a VE Day Flag will be flown on VE Day (8<sup>th</sup> May) and Norway Day 17<sup>th</sup> May. Many thanks to Cllr Mark Stroud for undertaking this.

**28. NORTH WEALD MARKET TRAFFIC**

The Clerk has once again contacted both EFDC Airfield Manager, and also North Weald Market Manager regarding residents concerns in relation to the increase in traffic. A response is still awaited. It is hoped that a response will be received prior to the Parish Council meeting.

**29. VE DAY COMMEMORATIVE EVENTS**

a) The Parish Council commemorative event will commence at **8pm** at the Debt of Honour on Thursday 8th May with the unveiling of the Commemorative Bench, followed by a short Toast. Then

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the Proclamation will be read by the Chairman, and the event will end with the lighting of the Ruby Lantern .

**30. 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 <b>NO</b> confidential item to be considered
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