



North Weald Bassett Parish Council

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Clerk to the Council.

Susan De Luca

5th January 2026

NOTICE OF MEETING

A Meeting of the Parish Council will be held on **MONDAY 12th JANUARY 2026 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

AGENDA

1. APOLOGIES FOR ABSENCE

To **NOTE** any absences which have been received.

2. OTHER ABSENCES

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

3. CONFIRMATION OF MINUTES 🖱 📄

To **AGREE** the Minutes of the Parish Council meeting held on as 3rd November, the Finance and General Meeting held on the 1st December and the Extraordinary Meetings held on 15th December, all attached at **Appendix 1**. The minutes of 5th January 2026 will be tabled.

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 Chairperson of the Meeting. **Please NOTE if the Clerk has not been previously notified of the Question, Council may have to note questions and respond to them after the Meeting.**

6. REPORT OF THE CLERK

To **RECEIVE** a report or update from the Clerk on Parish Council matters **that staff have been working on.**

- a) Various planning matters, including attending various EFDC Planning Meetings
 - b) Various cemetery matters, which include attendance at Cemetery for appointments to view plots for purchase, interments & bookings,
 - c) Thornwood Village Hall, various matters, bookings and HR matter
 - d) Attending Hastingwood Village Hall Event
 - e) Thornwood Hall– CCTV
 - f) Parish Hall Thornwood Common Planning Application for New Roof
 - g) Continuing with contacting Hall Hirers re Hall Closure - Mid February 2026 – End of March 2026 for works to roof
 - h) Neighbourhood Plan
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- i) Defibrillator – North Weald Village Hall
- j) Budget & Precept
- k) Highways Issues
- l) Fly tipping Issues

7. REPORTS & MEMBERS REPORTS

Councillors are reminded that, if possible, members reports should be submitted in written form for noting only, this enables the meeting to flow smoothly and allows adequate time for discussion of matters appertaining to the Parish. Written reports, if available, will be reproduced at *Appendix 2*.

- a) **Chairman's Report**
- b) **Vice Chairman's 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 Reports**
- e) **Queens Hall Charity Report**
- f) **Highways** - Various Road closures –We have reported these via Social Media

8. FINANCIAL REPORTS

- a) **List of Cheques & Monthly Statement of Accounts up to 31st December 2025**
- b) **Investments** – Latest available report(s) will be given

9. BUDGET AND PRECEPT

Members are reminded of the discussions regarding the Budget and Precept at the meeting on the 1st December, where lengthy discussions had taken place and various scenarios had been suggested. However as no documentation had at that time been received from Epping Forst District Council in relation to Council Tax Base, it was agreed to reconsider this Budget/Precept at January Council Meeting. In addition, it was agreed to reconsider the following matters:

- Grant to Air Ambulance – agreed Clerk to establish if landing fees were being paid. Provisional amount of £500 would be budgeted for, however this would be subject to review at the 12th January Parish Council meeting, following an update from the Clerk.
- Pass-it-on-kids-uk – Grant - Clerk would contact the organisation to obtain further details as the request was not clear and no guarantee the grant would be spent on local residents – to be considered again at the 12th January Parish Council meeting.

The Clerk and PFO will provide a further update at the meeting, and Councillors will be asked to **CONSIDER** and **AGREE** both the budget and precept for 2026/2027.

10. PATHWAY BETWEEN WEALD COMMON AND NORTH WEALD VILLAGE HALL

Following on from the November Agenda, and after the Clerk had a discussion with the Chairman of the Parish Council, the Chairman has advised he will liaise directly with the Chairman of the Village Hall in this matter, and would contact the Clerk when he received an update.

11. PARISH HALL AT THORNWOOD COMMON

The Planning Application for the Roof and Solar Panels for the Thornwood Hall has now been approved. A further update will be given at the meeting regarding the planned works.

12. COUNCILLOR TRAINING

Members are advised that Councillor Training has been scheduled to take place in February 2026. This was due to be undertaken in January, but due to the additional meetings in December and January it has not been

possible to undertake this within this time frame. There are already a number of subjects on the training agenda including Absences, Apologies, and the new Assertion 10. Councillors are asked if there is anything in particular they would like on the training schedule. If so please contact the Clerk, by the 31st January.

13. COVID ENQUIRY – GOVERNMENT REPORT

The Clerk would like to bring to Members attention the recent Government Report into the Covid Enquiry where comments were made that it would have been more expedient for Government Departments and the Government to have established a lockdown at least 10 days earlier than when they actually initially did. Members are reminded that this Parish Council closed down its office 12 days before the Government issued the advisory order to close, due to the fact that staff were aware of what was occurring across Europe and in the Far East. The Parish Council was criticized for taking this action at the time, however we have now seen with the publication of this Government Report that it was the correct action to take, to safeguard the community and staff.

14. NORTH WEALD AIRFIELD CONTROL TOWER

The Clerk has been advised by Darren Goodey, Service Manager North Weald Airfield, that the new Airfield Control Tower is up and running. The Clerk has had a brief visit. We have also been given some tables and chairs from the old control tower which we are using in our Council Chamber in the Queens Hall. Following a telephone conversation with Cllr Ray Baalcombe, it is understood that a visit to the new Control Tower will be arranged for Councillors in the near future.

15. STREET LIGHT OAK PIECE NORTH WEALD

The Clerk has received a request from a resident in Oak Piece to either move or remove a street light (Parish Council owned). Over the years, the drive at the front of this house has been expanded to encompass the majority of the front garden, resulting in the street light now being situated in a position which makes it difficult for the current owner to get vehicles in and out. Members are asked to **CONSIDER** this request

16 BATTLE OF BRITAIN SERVICE – RESPONSE FROM ST ANDREWS CHURCH

Following on from an email sent from the Clerk regarding the Battle of Britin Service in September 2025, the Clerk received a response on the 16th November 2025. A copy of the email from the Clerk, together with the response is attached at **Appendix 3** Members perusal. Members are asked to **CONSIDER** how they wish to move forward in this matter.

17. ASSERTION 10 AND UK GDPR Compliance

From the 2025/26 parish and town councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3. The 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP) (formerly JPAG), sets out the requirements of Assertion 10. These include:

- Using a council-owned (preferably .gov.uk) domain for the official website and for all councillor and staff email addresses.
- Operate an accessible website that meets current accessibility regulations (WCAG 2.2 AA).
- Comply with UK GDPR and the Data Protection Act 2018, ensuring personal data is processed lawfully and securely.
- Recognise and fulfil the council's role as a Data Controller, with appropriate policies and procedures in place.
- Publish required documents under the Freedom of Information Act and the Transparency Code for Smaller Authorities.
- Have appropriate IT and email management policies to support secure and compliant digital operations.

In practice, UK GDPR and Data Protection Act compliance means councils should have a holistic understanding of all of the personal data they process, their purpose for processing it, where it's stored, who has access (and why), whether that data is ever shared, and when, ultimately, that data is deleted. To credibly declare UK GDPR and Data Protection Act compliance, councils are also advised in the guidance to undertake activities such as data audits, staff training and policy reviews in line with sector guidance, where relevant.

To sign off Assertion 10 with confidence, Councils should have already taken steps during the current financial year to ensure compliance. For many councils, this may involve:

- Carrying out council-wide audits of 'personal data' your council processes, why you hold it, who has access, and your lawful basis for processing.
- Risk assessing all of the personal data processed by the council and identifying mitigations to reduce risk to the council and data subjects.
- Having appropriate data protection and information compliance policies in place that reflect how the council operates (not what it did in 2018)
- Putting in place regular and relevant data protection training for council staff and councillors

Councillors are asked to note that there's a lot of work to do, and many Councils are still working towards knowing where to start and what to actually do to achieve compliance with the UK GDPR and Data Protection Act. The Parish Council's PFO will be attending a Training Course during January to better understand better the requirements for Assertion 10, and will be passing this on during the Councillors Training Session.

18. TRAFFIC ORDER – B181 – FROM 60MPH TO 40MPH

The Council are being consulted on a Traffic Order to reduce the Speed from a point approximately 7 metres from the extended eastern kerb line of The Plain to a point approximately 64 metres north west of the eastern extended kerb line of Coopersale Common for a total length of approximately 597 metres, as per the Map attached at *Appendix 4*. Members are asked if they wish to comment.

19. 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 is currently ONE confidential item to be considered