



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

2nd December 2015

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **A Meeting** of the **Parish Council** which will be held on **Monday, 7th December 2015**, in the **North Weald Library**, High Road, North Weald Bassett at **7.30pm** to transact the business shown in the Agenda below.

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 Parish Council Meeting held on 2nd November 2015.

To **NOTE**

- the Minutes of the Parish Hall at Thornwood Meeting held on 5th November 2015.

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.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

6. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

 To **RECEIVE** the report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, details of which are attached at *Appendix 2*.

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 questions emanating from 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 *if they have been submitted by Members for inclusion*

a) Chairman's Report

b) Vice Chairman's Report

c)  District Councillors Reports – **All District Councillors are now invited to send a written Report, if they are unable to attend the Meeting, which the Clerk will read out.**

d) Parish Councillors Reports – To be given by Members at the Meeting

e) Environmental Issues – Cllr Mulliner

f)  Highways Report – as attached at *Appendix 3*

g) Christmas Events and Lighting of Christmas Trees

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 30th November 2015 and **NOTE** the account balances at the end of the month. *(to be tabled)*

b) Budget & Precept Meeting

Members are **REMINDED** that the date for the Budget and Precept Meeting for this year will be **MONDAY 21ST DECEMBER**. Members are asked to make every effort to attend this meeting if possible.

c) Financial Risk Assessment / Business Continuity Plan / Business Recovery

As agreed at the November Parish Council meeting, these documents have been updated.

Councillors are asked to formally **AGREE** these documents, a copy of which are attached at *Appendix 4*.

9. NEIGHBOURHOOD AREA PLAN

Members are advised that following the distribution of the 2 page handouts throughout the Parish by Ward Councillors and also by the Residents in Thornwood and in Hastingwood there has been some interest in the Neighbourhood Plan. Details will be given at the meeting. One of the three Information / Mopping Up Events have been held (Hastingwood) – two remain to be held in January. The event at Hastingwood was very well attended.

The following two dates are:

North Weald Village Hall – Saturday – 23rd January 2016 – 9.30am – 11am
Parish Hall at Thornwood - Saturday 23rd January 2016 – 11.30am – 1.pm

These have been advertised in Village Life and on the Parish Council Noticeboards.

10. 📖 REMEMBRANCE SUNDAY ANNUAL EVENTS

Members are advised that the events on the day were very successful with more people than ever attending both the event at the Debt of Honour and the Luncheon.

This year the Parish Council were also asked to take on the organisation and administration of the Royal British Legion Service at St Andrews Church, on behalf of the Royal British Legion.

A Representative from the Royal Norwegian Airforce was able to attend the events (at very short notice), and Cllr Andy Tyler was able to step in as Host, his Report is attached for Members at *Appendix 5*.

A dissemination Meeting will need to take place early in the new year and it may be necessary to look at the format of the service at the Debt of Honour, as a number of errors have taken place over the last few years in the Order of Service and it could be prudent to look at how this could be changed.

A letter has been received from Sue and Paul Ovstedal thanking the Parish Council for the organisation of the day's events.

11. EFDC LOCAL PLAN WORKSHOPS & LIAISON MEETINGS

Members are advised that EFDC recently held Workshops to update Members regarding the Local Plan. Councillor Blanks, the Clerk and the Principle Administrative and Financial Officer have attended these and will give brief reports of the proceedings. The Clerk, Cllr Tyler and Cllr Mrs Jackman, MBE, recently attended the Local Liaison Committee where the Police Commissioner Nick Alston was in attendance, as was a representative from Hastoe Housing, brief Reports will be given at the meeting.

12. WEALD COMMON 🖐️

a) Damage to Shelter

Following a meeting of the Environmental Committee where the matter of the damage to the shelter was discussed, Members agreed that the future of the Shelter should be discussed by full Parish Council. Members are now asked how they wish to **PROCEED** in this matter.

b) Wooden Play Area

The Old Play Area at Weald Common has become increasingly damaged due to both wear and tear and vandalism. During a recent asset check the amount of the damage and wear and tear brought concern to the Environmental Committee and it was **AGREED** to place this matter on to a meeting of the full Parish Council for further discussion.

The play area has been in situ since 2003 and is made of wood, and is no longer 'durable' the life span of the equipment being approximately 10 years. There is now a new play area adjacent to the original area. Members are therefore asked to consider how they wish to move forward in this

matter. The options being to repair and replace items or to remove them. Members are asked how they wish to move **FORWARD** in this matter.

13. RESIDENTS CONCERNS – PARK AVENUE, HASTINGWOOD

At the recent event held in Hastingwood, a local resident advised the Parish Council of concerns in relation to problems occurring in the vicinity of Park Avenue and London Road. A report has been drawn up for Members perusal, and is attached at **Appendix 6**, Members are asked to **CONSIDER** the comments in the report and then advise how they wish to move forward.

14. 100 YEARS OF NORTH WEALD AIRFIELD

The Parish Council has received an email from Darren Goodey, the North Weald Airfield Manager, asking if the Paris Council has any plans to celebrate this Anniversary. Members are asked to consider this.

15. NEIGHBOURHOOD WATCH SIGNS

The Neighbourhood Watch Co-ordinator has made a request to place Neighbourhood Watch Signs on various lamp Columns within North Weald, identifying various areas as Neighbourhood Watch Areas. Members are asked to **CONFIRM** this request.

16. EPPING FOREST LOCAL HIGHWAYS PANEL

The Clerk has received a request asking that Parishes and Councillors start to put consideration into potential schemes which the Epping Forest Local Highways Panel can consider for funding in the 2016-17 financial year.

Examples of what the LHP has funded in previous year include:

- A new footway
- Traffic calming measures
- Passenger Transport improvements including new bus shelters and flags across Epping Forest
- VAS/SID signs
- Additional signage
- Dropped kerbs with tactile paving
- Pedestrian crossings

Councillors are asked to put some thought into where they feel an improvement could be made so that ECC Officers can undertake all of the necessary investigations ahead of the funding being allocated again at the March Panel meeting. It is important to note that criteria will need to be met for schemes to reach a stage where the panel can consider them for funding and also the support of the relevant Councillors is key.

Copies of the scheme request form which all requests need to be submitted on is attached at **Appendix 7** for Members **CONSIDERATION**. Members are asked if they have a scheme that they wish to put forward to bring **WRITTEN** details to the meeting on the attached form.

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:

Meeting: PARISH COUNCIL

Date: 7th December 2015

“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 items to be considered