



North Weald Bassett Parish Council

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

25th November 2024

TO: ALL COUNCILLORS

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 2nd December 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 apologies 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 4th November 2024 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 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) Remembrance Sunday
 - b) Planning Matters
 - c) Cemetery Matters
 - d) Liaison with EFDC on Planning
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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 - Pavements in North Weald

8. FINANCIAL REPORTS

a) **List of Cheques & Monthly Statement of Accounts** – Up to 30th November 2024

b) **Investments**

9. REMEMBRANCE SUNDAY COMMEMORATIVE EVENTS 2024

Members are advised that a very successful commemorative event took place on the 10th November. There were in excess of 250 people in attendance at the Norwegian Stone / Debt of Honour at Hurricane Way. This was measured by the fact that 250 programmes were printed, none were leftover, so all were handed out, and many were shared between two. Thirty three wreath Layers were in attendance. A comment was made that our service did not follow the same lines as the Royal British Legion Service, but this has been investigated, and as the Service is not held on the 11th hour on the 11th Day of the 11th Month, and is what is classed as a Community Service, it only has to follow the 'same broad lines' as that organised by the Royal British Legion. The Service that the Parish Council hold at the Debt of Honour has been more or less exactly the same since 1995, as has been previously reported to Council.

In attendance were the Deputy Lieutenant of Essex, Rosemary Padfield, and two representatives from the Royal Norwegian Airforce who flew in specially to attend this event. There were 67 people at the lunch. However despite intensive advertising there was not the uptake from residents that this council had hoped for. A number of the tables had been made up from guests of Councillors, or Guests of the Parish Council. Advertising of the event had started in July, and was on Notice Boards, Social Media and in the Village Life Magazine.

Overall, the event was once again very successful, with commendation going to Essex Police for keeping the traffic at bay for a short while during the commemorations, Cllr Andy Tyler for reading out the list of Wreath Layers, North Weald Airfield Museum for the help with the electric and lectern, and Cllr Nigel Bedford, 'saving the day' with an electrical adaptor, when the plug to the speaker connection broke on the morning of the event, despite the system being fully checked and operational less than 48 hours before.

Thankyou letters have been sent to all involved, and we are looking forward to a successful event next year. It should be noted that a number of people at the lunch asked if the Parish Council was undertaking anything for VE DAY80 in 2025.

10. QUAD BIKE DAMAGE

The Parish Council has been advised that a person on a Quad Bike has been accessing Weald Common and the football Pitches at Memorial Playing fields on a Quad Bike and causing some damage. The area of concern at Weald Common seems mainly to be on Peer Group Land, but the area at the Memorial Playing Field is

concerning as it is clearly damaging the football facilities. It is understood that the Queens Hall charity have put some wooden barriers in place to try and stop this happening again.

11. NEIGHBOURHOOD PLAN

The work regarding progressing the Neighbourhood Plan is underway. This includes an application for grant funding having been made of £5,969.92 via Locality, work to create a dedicated section on the PC website, a project timeline, and liaison with the consultant. Councillors are asked to **CONSIDER** the following matters:

1. Attached to the agenda at **Appendix 3** is a document outlining the broad costs to employ a consultant to support the work to get the Neighbourhood Plan to referendum. Councillors are asked to **AGREE** the appointment of the consultant on these terms.
2. To **RATIFY** the decision of the Personnel Committee to employ a temporary administrative staff member to take on some of the administrative functions for a fixed term period of 1 year to allow the PFO to focus the necessary time on progressing the Neighbourhood plan. The associated costs will be included in the budget/precept meeting on 16th December. Attached to the agenda also at **Appendix 3** are the minutes of the Personnel Committee meeting, which Councillors are reminded are on a Pink, and as such are confidential.

12. EFDC LOCAL COUNCIL LIAISON MEETING (LCLC)

As reported at the November Parish Council meeting, a number of questions had been put to the EFDC LCLC committee held on 21st November 2024 with regard to improving communication between Parish and Town Councils and EFDC, along with updates to the planning system. Councillors are able to view the webcast of this meeting using the following link - https://www.youtube.com/watch?v=IgXpZ_KhXE&list=PLG6IsqvS9wq2SgdjwHOqak5ZMW-mA6E_L&index=1 – however the Clerk will provide an update at the meeting as to what was agreed. It should also be noted that it is expected a new organisation entitled the Epping Forest Association of Local Councils will be set up in the near future, along with an Epping Forest Clerks Network.

13. BUDGET / PRECEPT MEETING

This years Budget and Precept meeting will take place on **Monday 16th December**. Councillors are asked to advise the Clerk if they would like any matter included for consideration under the budget / precept, and if so to provide full details of the subject including costings. So far, the PFO has a list of items agreed throughout the year, and the Clerk has items from the Hastingwood Councillors, and Cllr Buckley provided one item for VE Day Commemorations. **Items for inclusion are needed at least Two Full weeks prior to this meeting.**

14. INTERIM INTERNAL AUDIT 2024/2025

Councillors are reminded that this years Interim Internal Audit will take place on 4th and 5th December, and will be conducted remotely.

15. MEETING WITH CHAIRMAN OF QUALIS

The Clerk and the PFO met with Jen Gould and Cllr Chris Whitbread on Friday 8th November. This meeting was as a result of a previous meeting called by Simon Rutter (previously employed by Qualis) to discuss North Weald Airfield. Cllr Chris Whitbread and Jen Gould advised that Simon had now left Qualis's employment. Cllr Whitbread wanted to emphasise that North Weald Airfield did not fall under the auspices or control of Qualis, and its management and control remains under Epping Forest District Council. At the meeting the Clerk spoke about this councils concern in relation to a recent planning application, and Cllr Whitbread advised that he would take on board the views of this council and he would attend the next meeting of the council to speak to Parish Councillors, whether it be a planning meeting or a meeting of the council, to listen to the councils concerns.

16. CONSULTATION ENABLING REMOTE ATTENDANCE AND PROXY VOTING

The Government is currently consulting on possible changes to legislation to allow remote attendance at meetings of Parish Councils in certain circumstances, as well as proxy voting. Councillors are asked to **CONSIDER** if the Parish Council should respond to this consultation. The deadline for responses is 19th December. Councillors are reminded they are also able to respond individually. A copy of the consultation can be viewed at <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

17. CHRISTMAS AND NEW YEAR CLOSURE

Members are reminded that the Parish Council Office will close at 12 noon on Friday 20th December 2024 and re-open 9.15am on Monday 6th January 2025. Staff will be taking any appropriate annual leave on necessary days. The Clerk will provide emergency cover during the Christmas and New Year closure, and the office mobile phone will be on to cover Emergency and Cemetery Matters. Notices will be placed on Noticeboards and information on Social media. There will be a short Parish Council meeting on the evening of the 6th January 2025 to ratify the Precept.

18. CHRISTMAS TREE

The Christmas Tree in North Weald has now been planted next to the flag pole, the lights will be switched on early December. Two small trees will be put in the garden at the front of the shops with associated lighting.

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 are currently **NO** confidential items to be considered