



30<sup>th</sup> January 2019

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**TO: ALL COUNCILLORS**

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday 4<sup>th</sup> February 2019**, in 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*

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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:

The Minutes of the Meeting of the Parish Council held on 7th February 2019 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. This will be tabled at the meeting.

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**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 at **Appendix 2: if they have been submitted by Members for inclusion**

### MEMBERS REPORTS

- a) Chairman's Report
- b) Vice Chairman's Report
- c) District Councillors Reports, District Councillors are Invited to Submit a Written Report if they are Unable to Attend the Parish Council Meeting
- d) County Councillor Reports – If Available
- e) Parish Councillors Reports 
- f) Queens Hall Charity – Verbal Report
- g) Neighbourhood Plan – Verbal Report
- h) EFDC Local Plan – Verbal Report

## 8. LOCAL PLAN

### a) Dates of Hearings

The Clerk & Principal Finance & Administrative Officer have been liaising with Programme Officer concerning the hearing dates for public examination of the EFDC Local Plan. Initially, this Council put forward they would like to attend 10 of the hearing days, however we have only been allocated attendance and representation on two days as follows:

- Day 12 – 15<sup>th</sup> May 2019 – Matter 15: Places – Issue 2, Policy P6 & Policy P11
- Day 15 – 23<sup>rd</sup> May 2019 – Matter 14: Infrastructure and Delivery

The Programme Officer has confirmed in writing that the Parish Council can make representations on either day 12 or 15 regarding the representations it planned to give on the remaining 8 days. Further details will be given at the meeting.

### b) Formal appointment of Legal Representation for Parish Council representation at Local Plan Hearings

The Clerk, Chairman and Cllr Mrs Grigg have met with Rob Jameson at Attwater Jameson Hill with regard to formal representation at the Local Plan. The cost of representation, including all preparation and meeting time and attendance at both hearing days will be £5,700 plus VAT. Councillors are asked to **AGREE** this cost and the formal appointment of Mr Jameson.

## 9. EPPING FOREST DISTRICT COUNCIL OFFICES – BLENHEIM WAY

Epping Forest District Council is proposing to build Offices at a site on land owned by EFDC at Blenheim Way. The Parish Council is being consulted on whether they feel that they would like to be involved if the District Council considers building a purpose built Office, Meeting Room, and

possible Library for the Parish Council within that complex. It is expected that an Officer will be in attendance at the meeting to give Members a verbal report on this possible proposal. Councillors are reminded this comes at a time when both the Parish Council Offices and Library are under threat.

## 10. FINANCIAL REPORTS


### a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31<sup>st</sup> January 2019 and **NOTE** the account balances at the end of the month (*to be tabled, and emailed electronically prior to the meeting*).


### b) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Due to Staff Annual Leave, Library Consultation and Staff Absences due to illness, no further work has been carried out on GDPR at the current time. However, a concerted effort will be carried out after the end of the Library Consultation (20<sup>th</sup> February).

### c) INTERNAL AUDIT

 The Report has been received from the Internal Auditor copies of which are attached at **Appendix 3** for Members Perusal.


## 11. POLICIES & PROCEDURES, STANDING REGULATIONS & FINANCIAL REGULATIONS

 Members are reminded that it was agreed these would be readopted annually at the February meeting. These are included in a pack at **Appendix 4** for Members with this mailing. Council asked to formally **APPROVE** and **ADOPT** these for the forthcoming year.


## 12. LIBRARY CONSULTATION

The Essex County Council Library Consultation working group has now met twice. Both County Councillors have attended meetings, and there have been meetings between various people and the Chairman and Clerk. Alex Burghart MP met with a group of residents and Councillors, and this afforded an opportunity for Mr Burghart to be advised of how the Parish Council was engaging with residents and local groups regarding the consultation. The next date on the calendar is when the Councillors and Staff will be present in the **Derek Tringham Lounge, North Weald Village Hall**, on **Saturday, 9<sup>th</sup> February** between **11am and 2pm**, to speak with residents and seek their views regarding the Library Consultation which ends on Wednesday, 20<sup>th</sup> February.

## 13. REQUEST FOR PEDESTRIAN CROSSING


 Members are advised that the Parish Council have received a letter as detailed at **Appendix 5** from Norway House, advising of concerns following accidents outside that location and requesting support for a pedestrian crossing. It is expected that a list of signatures to accompany the letter will be available for the meeting. Members are asked if they would support this matter going to the Local Highways Panel. ECC Cllr Jackson has already confirmed he would support further investigation into this possibility.

## 14. DEBT OF HONOUR

 A copy of a letter regarding the Debt of Honour has been received from Arthur Moreton who has forwarded it to the Parish Council. Members are reminded that the Debt of Honour is under the Control of the District of Council. The Parish Council has written to the District Council on a

number of occasions regarding transferring ownership and maintenance of the Memorial however we are yet to receive a positive response. The letter is attached at **Appendix 6**.

### 15. NORTH WEALD DOCTORS SURGERY

 Members are advised that the Clerk has been making continuing enquiries regarding the progress in relation to the re-opening of the Doctors Surgery in North Weald. A copy of the email from the Limes is attached at **Appendix 7** in which it is stated that the North Weald Surgery is almost ready to open. It is understood that there are still parking concerns from residents. Residents should be advised to contact Epping Forest District Council regarding the possible introduction of a Residents Parking Scheme.

### 16. GRANT APPLICATIONS

Members are asked to **NOTE** that the Parish Council was successful in the following applications for the year 2018 – 2019 (**TOTAL OF £28,337**):

- CIF - £11,000 Play Equipment at Thornwood & Memorial Playing Field
- CIF - £9,087 Queens Hall Charity
- EALC - £7,000 Local Services Fund (3 year Funding)
- Stansted Trust - £250 Remembrance Item
- Armed Forces Covenant Trust - 6 Silhouettes- Armed Forces Covenant Trust (no monetary equivalent)

The Parish Council has been awarded a minimum of £1,000 in another Grant Funding round, and this could possibly increase to £4,000 if the Parish is successful in the Peoples Voting. The Clerk will advise further at the meeting.

### 17. DIARY DATES

- Saturday, 9<sup>th</sup> February – Library Consultation meeting 11am to 2pm Derek Tringham Lounge, NWVH
- Sunday, 24<sup>th</sup> March – Annual Allotment Meeting
- Monday, 25<sup>th</sup> March – Annual Parish Assembly
- Civic Award Nominations – closing date: Monday, 4<sup>th</sup> March

### 18. 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 **NO** confidential items to be considered