



## ***North Weald Bassett Parish Council***

Parish Hall at Thornwood Common, Weald Hall Lane,  
Thornwood, Essex CM16 6NB comments.

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*Clerk to the Council.*  
Susan De Luca

1<sup>st</sup> February 2023

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**TO: ALL COUNCILLORS**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 6<sup>th</sup> February 2023 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**, with any necessary measures put in place by the Government at the time.

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 **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 9<sup>th</sup> January 2023 Parish Council meeting, copies of which are attached to the agenda 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 Chairman 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 meeting clerk on Parish Council matters, which at the time of printing the agenda include:

- Higham View Bridge repairs / Dog Bin / Graffiti Vandalism
  - Latton Priory Consultation Response submitted – consultation now closed
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- Parish Council Elections – 4<sup>th</sup> May 2023. Information concerning nomination papers is expected to be released by EFDC this month.
- Weald Common Tree Project – The main works are complete. Donation of 7 oak saplings from a local resident were planted 2 weeks ago, plus donation from a resident in Nazeing of a 5 year old oak tree, scheduled to be planted. A new gate has been installed to access the common from the track. Chairman and office staff will be meeting in March to agree a management plan for Weald Common going forward, together with progressing the installation of benches, information boards, corner fencing, etc. Tom Moat, ECC, will be progressing the grant funding receipt in February.
- Staffing Matters
- CCTV Monitoring Contract with EFDC for the shops in North Weald extended for three year period.
- Liaising with PC Cook and NWWH to try and secure an evening date for hall hire for an evening Coffee with Cops event.
- EFDC formally sent precept demand as agreed at January meeting.
- Letter to EFDC sent expressing concern regarding reduced funding for EFDC appointment Police officers.

## 7. REPORTS & MEMBERS REPORTS

**MEMBERS ARE REMINDED THAT THEY 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.**

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 2** if they have been submitted by Members for inclusion, as follows:

- Chairman's Report
- Vice Chairman's Report
- District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- Parish Councillors - verbal reports will be received if no written report has been submitted
- Queens Hall Charity Report
- Neighbourhood Plan Report
- EFDC Local Plan Report
- Highways Report

## 8. FINANCIAL

- Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 31<sup>st</sup> January 2023 – these will be emailed to Councillors prior to the meeting.
- Investments** – It was agreed at the January 2023 meeting that a sum of £100,000 would be transferred into a CCLA Account for a period of 12 months. To **NOTE** that paperwork has been submitted to CCLA to open this account, after which the transfer will be made.
- Signatory** – To **NOTE** that Cllr Mulliner has been removed as a signatory, to **APPROVE** the removal of Cllr Sheila Jackman as signatory for the Councils bank accounts, and to **APPROVE** the addition of Cllr Shirley Hawkins as a signatory.

- d) **George Mulliner** – To **AGREE** a donation to the British Heart Foundation in memory of Cllr George Mulliner who passed away just after Christmas after serving over 11 years as a Councillor.
- e) **Lost cheques** – To **NOTE** that Unity Trust Bank lost 15 cheques submitted in December. Whilst the bank has fallen short of accepting responsibility for this, it is clear from the evidence that they are at fault. The PFO has contacted all individuals and organisation who's cheques were lost, explained the situation, and monies have started to come in. The Clerk is expected to write a complaint to Unity regarding this matter.
- f) **Paying in Cash** – Councillors are asked to **NOTE** that from 5<sup>th</sup> May 2023 this Council will no longer be able to pay cash into its account via the post office, and instead will have to use Natwest. Council may wish to consider discouraging the receipt of cash where possible.

## 9. NORTH WEALD AIRFIELD WASTE DEPOT

Contained within the EFDC Cabinet Agenda for 6<sup>th</sup> February released on 27<sup>th</sup> January is an item which will be held in closed session, the only supporting text stating 'To agree to proceed with this project to develop a Waste Depot at North Weald Airfield'. Councillors are reminded that items are held in closed session on grounds that they will involve the likely disclosure of exempt information under the Local Government Act 1972, and that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. At this stage, there is no further information as to what any waste depot would consist of, the extent of the operation, and what this would mean for the Airfield or parishioners, however a further supplementary draft budget document also to be considered at the Cabinet meeting mentions that £4.167m is being budgeted in the next financial year for a vehicle depot for the waste management service at North Weald Airfield, along with £9.2m for the replacement of the waste vehicle fleet. Councillors will recall from the January meeting that it was agreed a further request for information concerning the future of the HMRC be submitted to EFDC Cllr Bedford, however at this stage it is unclear if the proposed waste depot would be on this site. On 30<sup>th</sup> January 2023 the Chairman issued a statement to EEF on behalf of the Council advising as follows:

*North Weald Bassett Parish Council is extremely concerned to see an item included in the Cabinet Agenda for the EFDC Cabinet meeting on 6<sup>th</sup> February considering the possibility of a Waste Depot on North Weald Airfield. The Parish Council has previously raised concerns with EFDC about the future of the HMRC site, and is yet to receive a satisfactory formal response, however it is unclear if the possible Waste Depot is being considered for the same site. Unfortunately there are no details of what is being considered and/or proposed, and what the Waste Depot would consist of, however the Council will again be raising this matter directly with the Leader of EFDC, and will scrutinise in detail any proposals being considered as to how they may affect the Parish and its residents, for example waste will undoubtedly attract birds and what does this mean for the future operation of the Airfield and residents. The Parish Council has not been formally consulted or advised on any plans for a Waste Depot on the Airfield.*

Councillors are asked to **CONSIDER** what, if any, action they want to take regarding this matter.

## 10. REVIEW OF THORNWOOD HALL HIRE FEES FOR 2023/2024

 After a 2-year period during COVID where there was no increase, it was agreed at the March 2022 meeting that the 2022/2023 hire fees for Thornwood Common Parish Hall would be increased by 10%. This was mainly as a result of the huge increase in electricity costs. Members are now asked to **CONSIDER** the hire fees of Thornwood Common Parish Hall for the 2023/2024 year. A copy of the current hire fees, together with other similar hall fees in the locality are attached at **Appendix 3**. Further information regarding running costs and income received will be made available at the meeting.

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## 11. RIDE LONDON 2023

📄 On 28th May 2023 this years Ride London Event will be taking place. This event is a partnership between ECC and London Marathon Events, with an estimated 25,000 cyclists expected to take part. These two bodies have now agreed the route, which will remain the same as that for 2022 with the addition of a range of enhancements and improvements developed from the feedback and engagement process, including:

- No area being impacted by road closures for more than one day
- Improved local access plans for communities on the route
- Increased provision of managed vehicle crossing points on the route
- Additional local drop-in sessions in February for further engagement with residents and businesses
- Improved communications with social care providers
- Enhanced engagement programme with businesses on the route to plan ahead
- Working with schools and community groups on the route to develop cycling and active travel initiatives around RideLondon-Essex

Attached to the agenda at **Appendix 4** is a copy of the route map. The Clerk will provide a further update at the meeting, including the possibility of a public event being organised by London Marathon Events.

## 12. CIVIC AWARDS 2022

📄 The 2022 Citizen of the Year nominations are now open. The nomination may be for a single act of outstanding courage or bravery, or might encompass work carried out within the Parish, good-neighbourliness, commitment to a sporting or educational goal or to improve community facilities to name a few. The individual/group may be nominated by any person who lives or works within the Parish of North Weald Bassett. Nominees must live or work within the Parish of North Weald Bassett. Nominations can also be made for the Young Citizen of the Year award (for nominees aged 18 or under). Attached to the agenda at **Appendix 5** is a nomination form. Completed forms should be submitted to the office staff no later than Monday 27<sup>th</sup> February 2023, with the winners announced following the Annual Parish Assembly to be held on Monday 13<sup>th</sup> March 2023. Details are on our website and social media.

## 13. MEETING DATES 🖐️

Councillors are asked to **NOTE** the following meetings dates:

- Monday 13<sup>th</sup> February – Planning Committee 7pm start
- Monday 13<sup>th</sup> March – Annual Parish Assembly 7pm start
- Sunday 26<sup>th</sup> March – Annual Allotment Holders meeting 10am
- TBC – Zoom session with developers of Latton Priory
- TBC – Meeting with developers of NWB Masterplan Area
- Monday 27<sup>th</sup> March – Personnel Committee meeting 10am

Councillors are also asked to **AGREE** a suspension to Standing Orders to allow the Annual Meeting of the Parish Council to take place on Wednesday 10<sup>th</sup> May. The reasoning behind this is that both Monday 1<sup>st</sup> May and Monday 8<sup>th</sup> May are bank holidays (the latter only being recently confirmed), however legislation states that in an election year the Annual Meeting of the Parish Council must be held within 14 days of the election, the election date being Thursday 4<sup>th</sup> May. Unfortunately, that hall has a prior booking for Monday 16<sup>th</sup> May.

## 14. KINGS CORONATION WEEKEND 6-8 MAY 2023

Details have now been released regarding the Kings Coronation, which will span a 3 day period and include a new one off bank holiday. The actual Coronation will take place at Westminster Abbey on Saturday 6<sup>th</sup> May, followed by a special Coronation Concert broadcast live from Windsor on Sunday 7<sup>th</sup> May which is also the date of the Coronation Big Lunch at which neighbours and communities are invited to share food and fun together. This is expected to be the date when most community / social events are held. This is followed by a special bank holiday on Monday 8<sup>th</sup> May where members of the public are

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invited to take part in The Big Help Out, which encourages people to try volunteering for themselves and join the work being undertaken to support their local areas.

Councillors are reminded that it was **AGREED** at the 9<sup>th</sup> January 2023 meeting to budget £1,000 towards any community Coronation events being held within the parish, and that applications for funding from this pot should be sent to the Parish Council for consideration, the suggested deadline being 13<sup>th</sup> March 2023. The Parish Council is not intending on organising any public events, however Councillors are asked if they would like any bunting erected in the three villages. A further update will be provided at the meeting.

### **15. NORWEGIAN MEMORIAL NEAR SQUADRON**

Councillors will recall from the January Parish Council meeting that the meeting Clerk was asked to liaise with EFDC regarding the possibility of moving the Norwegian Memorial located near to the Squadron to a different location. The meeting Clerk will provide an update on this matter.

### **16. STREET LIGHT HASTINGWOOD**

For the past 18 months or so the Clerk has been liaising with this Councils street lighting contractor regarding a broken street light in Hastingwood Road. This street light is located on a telecommunication pole at the junction of Hastingwood Road and Mill Street, however the pole has broken with the street light no longer visible or operational. The advice received from our contractor is that UKPN has confirmed they are not responsible for the wooden pole and that a replacement wooden pole would need to be installed by the relevant telecommunications company. In addition, UKPN have a strict policy of not allowing power supplies on new wooden poles and they have also completed a local area search and say that they have no electrical connection availability to connect a feeder pillar which in-turn would service a brand new steel column and light. As such, the only option available to the Council at this time is for a solar powered column. There would then be no need for electrical cables and no future running costs other than maintenance, but permission of the land owner would be needed to install the column. The cost of a 30w Solar light fitting is £2,250 plus VAT. There may also be additional costs in terms of traffic management for this location for installation. The Council is asked to **CONSIDER** if they wish for the office staff to progress this matter in terms of establishing land ownership and the replacement of the old light with a new solar powered lamp column and light.

### **17. GRANT FUNDING**

Councillors are asked to NOTE that the Clerk, in conjunction with Cllr Mrs Hawkins, has been successful in securing £1,000 in funding via the ECC Locality Fund, and £410 in funding via the EALC towards the Over 70s Youth Club keeping warm over winter and for food and drink for their events.

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