



28<sup>th</sup> June 2017

**TO: ALL COUNCILLORS**

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 3<sup>rd</sup> July 2017**, 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 Meeting of the Parish Council held on 5<sup>th</sup> June 2017

To **NOTE**,

The Minutes of the Environmental Committee held on the 14<sup>th</sup> June 2017

The Minutes of the Queens Hall Charity – held on the 16<sup>th</sup> May 2017

All 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 shown on **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 at **Appendix 3 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
- e) Parish Councillors Reports
- f) Neighbourhood Plan Monthly Update

## 8. FINANCIAL REPORTS

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

To **APPROVE** the lists of payment which were made up to the 30<sup>th</sup> June 2017 and **NOTE** the account balances at the end of the month (**to be tabled**)

### b) Report from Internal Auditor

Members are asked to **NOTE** the Report from Internal Auditor and his recommendations within that Report as detailed on **Appendix 4**.

## 9. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

 The Standing Orders have been forwarded to the Council's Internal Auditor – Stuart Pollard – under Corporate Governance for his comments in the first instance, no further comments have been received from him, therefore they are now in front of Council for formal adoption, attached at **Appendix 5**. Comments regarding Financial Regulations are still awaited.

## 10. FIRST REGISTRATIONS OF LAND

The Clerk has had correspondence with Gerry Smith. A financial Statement has now been received from Whiskers. A further update will be given at the meeting.

## 11. AUTHORISING SALARIES & FINANCIAL PAYMENTS

Staff Salaries are due to be in Staff Bank Accounts by the 18<sup>th</sup> of the month., however there was a problem with the June payments, in that it was not authorised by one of the Councillor Signatories on time. Therefore it did not appear in the Staffs bank until after 12 noon on the 19<sup>th</sup>. In order to ensure that this does not happen again a way forward needs to be agreed. Members are asked to **AGREE** that the most appropriate way seems to be that Salaries be instructed with the bank 1 week before the due date and post dated for actual payment for the appropriate date.

## 12. DATA PROTECTION ACT – BESPOKE COURSE FOR COUNCILLORS

Members are advised that the Clerk is still looking for an appropriate date for this and Members will

be advised accordingly.

## 12. PARISH COUNCIL FINANCIAL RISK ASSESSMENT

 Further to the Internal Auditors comments, the Financial Risk Assessment is submitted for Agreement and Adoption by the Council as detailed in *Appendix 6*

## 13. BUS SERVICES

The Parish Council has been advised of changes to the 418,419 & 420 Services that go through North Weald – these services are changing from hourly to two hourly, they are run by Trustybus.

## 14. RURAL COMMUNITY COUNCIL OF ESSEX – AGM

To be held on Wednesday 5<sup>th</sup> July.

## 15 LOCAL COUNCIL HIGHWAYS PANELS

The Clerk is currently compiling five Reports to go forward for the LHP, these include the Following areas:

Speed of Traffic High Road North Weald – VAS Sign Request

Speed of Traffic, Upland Road, Thornwood Common

Speed of Traffic & HGVs Church Lane, North Weald

Speed of Traffic High Road Thornwood Common

Parking in Wheelers Farm Gardens, North Weald

Upon completion of the relevant forms, the requests will be forwarded to the relevant County Councillors asking for their support.

## 16. NORTH WEALD AIRFIELD MEMORIAL TRUST

 The Clerk has received a copy letter from the above, the original being addressed to Epping Forest District Council. The letter is attached for Members perusal at *Appendix 7*. Members are advised that the Clerk has had a conversation with Derek Macnab; Director of Neighbourhoods at EFDC, who has advised that he is looking at this matter and will contact the Clerk further when any decisions have been made by EFDC Members.

## 17. CCTV AT NORTH WEALD PLAY AREA

The Clerk has been advised by EFDC Safer Communities that there is a small refund that will be made available to the Mums and Tots Group, it is understood that this will be put aside for a future project.

## 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

