



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council

Susan De Luca

26th June 2019

TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday 1st July 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

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. CO-OPTION OF COUNCILLORS 🖐

Members are advised that there have been two applications for the two Vacancies for Parish Councillor, one each in the following wards: Thornwood and Hastingwood. Both individuals have been invited to attend this meeting, and it is hoped a written representation from each will be available in time to be submitted before the meeting. Members are now asked to **CONSIDER** both these applications.

4. CONFIRMATION OF MINUTES 🖐

📄 To **APPROVE**, as a correct record:

- The Minutes of the Meeting of the Parish Council held on 3rd June 2019, and;

To **NOTE**

- the Minutes of the Parish Hall at Thornwood Meeting held on the 13th June 2019
- the Minutes of the AGM & the Ordinary Meeting of the Queens Hall Charity held on the 22nd May 2019

all as attached at **Appendix 1**.

5. 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

6. 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.

7. 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. *As 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.

8. 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 – If available

e) Parish Councillor Reports

f) Local Plan / Neighbourhood Plan - verbal report

h) Queens Hall Charity - verbal report

9. FINANCIAL AND OPERATIONAL REPORTS 🖐

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payments which were made up to the 30th June 2019 and **NOTE** the account balances at the end of the month (*to be tabled*).

b) General Data Protection Regulations (GDPR) - standing item

Good progress continues to be made in addressing GDPR in terms of the physical filing, including moving of items from the storage area at the Parish Hall into the Container, however this process may be slower during July and August due to staff annual leave. In terms of electronic data, many of the current issues will be addressed by agenda item 10.

c) External Audit

Councillors are asked to **NOTE** that the External Audit has been submitted to the Auditor, and that the relevant notices of public rights have been erected onto the Parish Notice boards and Parish Council website.

10. IT SERVICES & COMPUTERS

As part of the ongoing GDPR review, together with a number of IT issues experienced in the Parish Office over the past few months, the Clerk has been investigating the best solution to move the Council's computer and IT systems into the 21st century for modern day management and to ensure GDPR compliance. After thorough investigation, and discussion with the Chairman, a **RECOMMENDATION** is put before the Council for a full shift in the operational aspect of the Council's electronic services as follows:

- Full migration of the electronic operations to a central cloud based hub system, accessible remotely. This will ensure a central storage point for all electronic records and files, including a cloud based back up. This also addresses issues in terms of Financial Risk and Business Continuity by reducing the current risk with each employee taking their laptop home to work.
- Migration of all emails to corporate emails. Currently the Principal Finance Officer, Senior Admin Officer, and all Councillors are using personal email addresses for work related emails. This will remove this risk, with all staff and Councillors being allocated a formal 'northweald-pc.gov.uk' email address for use with Parish Council related matters, and ensure GDPR compliance.
- New computers for all staff. Two of the computers in use by the Parish Council staff are coming to the end of their useful life, with both having less than 12 months before some software will no longer be supported by Microsoft. The new computer suite will ensure current and up to date software and operating systems, able to integrate into a cloud based central storage hub, fully encrypted and data protected to comply with GDPR regulations.
- A managed IT support package to address any issues
- Suitable antivirus and security systems for all computers
- Subscription to Microsoft 365

The cost to create this secure, GDPR compliant shift of operation is as follows:


- One off cost for supply of computers with hardware maintenance - £2,333.00
- One off set up cost for migration to Office 365 central hub set up - £1,120.00
- Monthly service costs, including technical support, maintenance and Office 365 subscription - £338.08

Councillors are asked to **AGREE** this move.

11. ECC LIBRARY

As reported at the last meeting, a meeting has now been held with Cllr Mrs Susan Barker, Cllr Anthony Jackson, & Cllr Chris Whitbread together with Cllr Buckley, Cllr Tyler and the Clerk, to discuss the future of North Weald Library. Cllr Buckley will give a verbal report on the meeting, however the meeting was very encouraging with regards to the next steps in the possibility of running a community library service. A Community Library Information Pack is still awaited and recommendations will be put to ECC Cabinet on the 10th July.

12. COMMITTEE LIST

 The Committee List is attached for Members information at **Appendix 4**. Members are advised that due to the lack of Number of Councillors who are now available to attend the Parish Council Environmental Committee (a minimum of 3 councillors are needed to be quorate), Members are asked to **CONSIDER** whether or not they wish to change the time of this committee to an evening

meeting. The Committee currently meets at 10.30am on a Wednesday morning a minimum of 3 times per annum. Cllr George Mulliner is the Chairman of this committee.

13. ROYAL NORWEGIAN AIR FORCE 75th ANNIVERSARY EVENT

The Clerk has been advised by Arthur Moreton that the Royal Norwegian Air Force will be holding a planned commemorative event on Monday 15th July 2019 at 12noon to celebrate the 75th Anniversary of the Royal Norwegian Air Force's formation in 1944. General Tonja Skinnerland, the Chief of the RNOAF, accompanied by Norway's Military Attaché to the UK, together with Air Force veterans/officers will attend and lay a wreath at the Norwegian Stone. All North Weald Parish Councillors are invited to attend the Wreath Laying event which is to be held at the Norwegian Memorial, outside the Museum. Following this event, the Chairman of the Parish Council has been invited by the Norwegian's to attend a lunch at the Squadron on the Airfield, together with Councillor Andy Tyler whom Arthur Moreton has asked to accompany him to the event.

The Parish Council has been asked if they could provide 40 chairs at the memorial on the day and also to erect the Norwegian Flag on the Parish Council's flag pole which is at the Village Green. It is understood that North Weald Village Hall has been asked to provide the sound system and Arthur Moreton will be asking Cllr Terry Blanks if he could operate this.

14. DEBT OF HONOUR

Following on from various communications between this Parish Council and EFDC regarding the Memorial, the Parish Councils Principal Finance and Health & Safety Officer has attended a site visit with EFDC Officers in relation to the safety of the structure. A brief verbal report covering the salient points will be given at the meeting, together with a recommendation. Members are asked to **CONSIDER** this Recommendation in view of the report.

15. SEPTEMBER PARISH COUNCIL MEETING

Members are asked to **AGREE** that this meeting, together with the Planning Committee Meeting (if there is one on that evening), can be held in Hastingwood Village Hall.

16. PARISH HALL RISK ASSESSMENT

A full Health and Safety Risk Assessment, and Fire Risk Assessment, was completed on the Parish Hall in Thornwood on 12th June 2019. A copy of these assessments, together with details of any actions necessary, will be on the agenda for the next Parish Hall Committee meeting. Councillors are also able to view a copy at the Parish Council office. Councillors are asked to **NOTE** that no serious H&S or Fire Risks were identified, however a number of actions are needed over the coming months. The Clerk and PFO have already met with the Caretakers and discussed the outcome of the assessment.

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:

“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
