



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

27th June 2023

TO: ALL COUNCILLORS

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 3rd July 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

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 5th June 2023 Parish Council meeting

And to **NOTE** the Minutes of the Neighbourhood Plan Meeting and the Meeting with the Peer Group

All of which are 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 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 clerk on Parish Council matters, which at the time of printing the agenda include:

- **Coffee With Cops** – This event is scheduled for Monday 24th July -10 – 12 noon and is to be held at Parish Hall in Thornwood.

- **Weald Common** – Dementia Friendly Area- Plans are currently being drawn up, to be submitted for the Shared Prosperity Fund. The Opening of the area is currently being arranged for September. Some seats are being installed and we are looking at signage and way markers, however it is expected that it may be possible to include these in the dementia friendly area bid. One of the Benches will be shown as being donated by NorthWeald reservation Society as we received a sum of monies from them for this purpose.
- **Cemetery Matters** -Dealing with interment and memorials
- **Planning Enforcement** – Liaising with local resident with regard to planning and enforcement enquiries
- **Audit, Financial and Accounting Matters** – Dealing with financial matters and auditors requests
- **All other Administrative & Matters on the Agenda** – The Clerk and Office staff have been working on other matters within the Agenda.

7. REPORTS & MEMBERS REPORTS

MEMBERS ARE REMINDED AND ENCOURAGED 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 – Weald Common Update**
- 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 Reports**
 - Verbal reports will be received if no written report has been submitted
- Queens Hall Charity Report**
- Neighbourhood Plan – Details from Navigus Planning are awaited**
- Highways Report** - Latest Report Attached (May)

8. FINANCIAL

- Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 30th June 2023 – these will be emailed to Councillors prior to the meeting.
- Investments** – To **NOTE** the Parish Council's Investments
- Internal Audit** – Members are asked to **NOTE** Internal Audit was carried out on 25th May 2023, the Report is attached at **Appendix 3**.

9. NORTH WEALD BASSETT HOUSING DEVELOPMENT

Members are advised of the opportunity that was offered to Residents to view the various presentations by Vistry. Residents and organisations have been given the opportunity to comment via a consultation organisation. Members are asked to confirm that they wish to comment on this consultation, if so, a

suggested response, based on various comments that made over the last few months at different meetings, will be drawn up and circulated to Members.

10. FLAG DAYS

Members previously **NOTED** a Schedule of dates when the Flag needs to be flown from the Parish Council flagstaff. Cllr Mark Stroud **AGREED** to undertake this on the last two dates (Norway Day and Armed Forces Day), the next relative date is Remembrance Sunday, so a Cllr will be needed to raise the flag for that Day. Members are asked to **CONSIDER** if they are available to assist.

11. BATTLE OF BRITAIN SUNDAY & REMEMBRANCE SUNDAY

Members are advised of the following dates for these two events:

- Battle of Britain Sunday is Sunday 17th September 2023

It is not known whether RAFA are organising the event this year. If not, the Parish Council will send an invite to the Chairman of EFDC to join with the Chairman of the Parish Council to lay a Wreath at the Cross of Sacrifice on that date.

- Remembrance Sunday is Sunday 12th November 2023

A meeting is currently being organised to discuss the arrangements for the day, this will be held during July, however Members are asked to **CONFIRM** whether their preference is for the normal formal Hot Meal or a change to have a Hot Buffet after the event.

12. 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 3 confidential items to be considered