



## ***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

29<sup>th</sup> May 2023

**TO: ALL COUNCILLORS**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 5<sup>th</sup> June 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 10<sup>th</sup> May 2023 Parish Council meeting 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 was held at The Parish Hall at Thornwood on Friday 12<sup>th</sup> May in the morning session. No more than 8 people attended (including councillors). Members are asked to decide whether or it may be prudent to change the frequency of these events to once every three months.

- **Anti-Social Behaviour** – The Clerk has received a number of complaints from local residents regarding anti-social behaviour, such as use of motor bikes, on open spaces, dog fouling, parking and matters such as this. Each time she directs them to Coffee with Cops Meetings or to EFDC Safer Communities, more often than not the residents just want the Parish Council to be a sounding board and to report these problems on their behalf. Members are asked to NOTE this matter. The matter of the vandalism and possible arson at the Radio Station Bowls Club will be covered in the confidential part of the meeting.
- **Meeting Regarding North Weald Bassett Housing Development** – Members of the Parish Council and the Clerk were invited to attend this meeting on Wednesday 24<sup>th</sup> May, a Verbal Report will be given.
- **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 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:

### a) Chairman's Report

### b) Vice Chairman's Report

### c) District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting

### d) Parish Councillors Reports

- One Written Report from Councillor Blanks Has Been received
- Verbal reports will be received if no written report has been submitted

### e) Queens Hall Charity Report


### g) Neighbourhood Plan – A verbal report will be given by the PFO

### h) Highways Report – The Clerk is concerned at the lack of action from Essex County Council Highways. Office Staff are regularly reporting matters, however no or little action seems to be being taken.

## 8. FINANCIAL

- a) **Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 31<sup>st</sup> May 2023 – these will be emailed to Councillors prior to the meeting.
- b) **Investments** – To NOTE the Parish Councils Investments
- c) **Internal Audit** – Members are asked to Note Internal Audit was carried out on 25<sup>th</sup> May 2023

## 9. APPROVAL OF ACCOUNTS 2022/2023

 Attached at **Appendix 3** is a copy of the final accounts for 2022/2023. Council is asked to **CONSIDER** these accounts and resolve to **APPROVE** them by way of resolution.

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## 10. EXTERNAL AUDIT (AGAR) 2022/2023

Each year the Council's Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. The following dates apply for this Council:

- The requirement for the public inspection period (to include the first 10 working days of July) will start 12th June and will end 21st July.
- The AGAR must be approved by 30th June 2023 and submitted to PKF Littlejohn by 3rd July 2023.

This Council is subject to an Intermediate Review as part of the limited assurance review. Council is asked to:

- a) Review the effectiveness of the system of internal control of this Council
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.

The relevant Documentation is attached at **Appendix 4**

## 11. LOCAL GOVERNMENT PENSION SCHEME

North Weald Bassett Parish Council's current resolution concerning access to the Local Government Pension Scheme (LGPS) does not allow any new members to join the scheme. Each year, this Parish Council is required to complete its re-enrolment duties with the pensions regulator. As part of this process, an employee of the Parish Council has expressed an interest in joining the LGPS. As is stipulated by the regulations, the Parish Council must now pass a new resolution allowing new members to join. In addition, a public notice needs to be displayed giving 7 days notice of the intention to pass such a resolution. Councillors are therefore asked to agree this by way of **RESOLUTION**.

## 12. NORTH WEALD AIRFIELD REPORT TO CABINET

### NEXT STAGE – DEVELOPMENT OF NORTH WEALD ALLOCATED EMPLOYMENT LAND

Members' attention is brought to the Report from the EFDC Cabinet Agenda which was for the meeting held on 30th May 2023 in relation to Development of North Weald Airfield. The Report is Self-Explanatory and is attached at **Appendix 5**. The Report is a District Council Report and has been placed on the Parish Council Agenda for Members to **NOTE**.

## 13. NORTH WEALD BASSETT HOUSING DEVELOPMENT

Report of Presentation to members of Parish Council, and confirmation of brochure being sent out to all homes in North Weald,

## 14. FLAG DAYS

Notification of Dates for flying the Flag from the Flag Pole.

## 15. 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 in accordance with the Statutory Guidance.

**There are 3 confidential items to be considered**