



North Weald Bassett Parish Council

Parish Hall at Thornwood Common, Weald Hall Lane,
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Clerk to the Council.
Susan De Luca

5th June 2024

TO: ALL COUNCILLORS

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 10th JUNE 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.**

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 the Parish Council meeting held on 13th May 2024 as attached on **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 Chairperson 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.

- a) Official Opening of Sensory Garden
- b) Various Cemetery Matters
- c) Stolen Bench – North Weald Woodland
- d) D Day Commemorative Event
- e) Planning Matters – Enforcement Matter
- f) Rosario & 30mph Speed Limit – clerk has contacted Cllr Holly Whitbread – Response from Cllr Holly Whitbread below:

"I secured this as part of the planning process at Rosario. I have always understood that it will be put in place with the completion of the homes, funded by developers s106 contributions however I will chase Essex Highways for clarity on this matter."

g) Tudor House – Conversations with Developer

7. REPORTS & MEMBERS REPORTS

Councillors are reminded that, if at all possible, members reports should be submitted in written form for noting only, this enables the meeting to flow smoothly and allows adequate time for discussion of matters appertaining to the Parish. Written reports, if available, will be reproduced at *Appendix 2*.

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**

e) **Queens Hall Charity Report**

f) **Highways - Ride London Event**

g) **Development Working Group** – Terms of Reference.

8. FINANCIAL REPORTS

a) **List of Cheques & Monthly Statement of Accounts** – Up to 30th June 2024

b) **Investments**

9. APPROVAL OF 2023/2024 ACCOUNTS

To **APPROVE** the Accounts for 2023/2024 as attached to the agenda at *Appendix 3*.

10. INTERNAL AUDIT 2023/2024

To **NOTE** the Internal Audit was completed on 5th June, and to **NOTE** the content of the report (to be tabled at the meeting).

11. EXTERNAL AUDIT (AGAR) 2023/2024

Each year the Councils 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 17th June and will end 26th July.
- The AGAR must be approved by 30th June 2024 and submitted to PKF Littlejohn by 1st 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.

12. MEETING BETWEEN EFDC, MARKET OPERATOR AND CHAIRMAN OF PARISH COUNCIL

A meeting took place on Saturday 18th May between the above-named parties to discuss the traffic problems associated with the market and traffic. The Chairman will give a verbal report to Members, however a formal report of the meeting from EFDC is awaited.

13. OPENING OF SENSORY GARDEN

Members are advised that the Sensory Garden situated on Weald Common was formally opened by the Parish Council Chairman on Wednesday 29th May, with several invited guests attending. The Sensory Garden has been made possible with funding from the Rural Prosperity Fund.

14. THEFT OF BENCH FROM CHILDRENS AREA ON NORTH WEALD WOODLAND

Members are advised a bench has been stolen from children's area on Weald Common in the area where the parish council planted 2500 trees to plant at North Weald Woodland. It is believed that it was stolen during the week commencing 23rd May. Unfortunately, the stolen bench was the one that was placed in the children's area to commemorate the trees planted by the St Andrews School Eco Warriors. We are looking to see how we can stop this happening again. Members will be given a verbal report on this matter.

15. TOUR OF NORTH WEALD AIRFIELD

Three Members of the parish council were recently given a tour of the Airfield by Darren Goodey. Those who attended will give a report for other members at the meeting.

16. PATH FROM CAR PARK IN NORTH WEALD VILLAGE HALL CAR PARK TO WEALD COMMON

Members are advised that the Clerk has spoken to a representative from the Insurance Company regarding the council providing a stable more permeable pathway in the position suggested. The representative has suggested that the council not continue with the proposal due to the location of the Willow Tree and any liability that may come with it. Members are now asked to consider how they wish to move forward on this matter.

17. REMEMBRANCE SUNDAY COMMEMORATIVE EVENTS 2024

The date for Remembrance Sunday this year will be Sunday 10th November. Members are asked to consider this years Commemoratives Events. Whilst the Parish Council always receives a large number of attendees at the Commemorative Event at the Norwegian Memorial/Debt of Honour (there were in excess of 350 people last year), and it seems to increase year after year. However, the Remembrance Sunday Luncheon attendees has dwindled. In its heyday the numbers attending the lunch were in excess of 80, however in 2022 there were 72 attending, but in 2023 there were only 48. Out of these 48 there were 16 Staff Members and Unpaid Guests of the Parish Council. Members are now asked once again whether they wish to change the format of the lunch, perhaps have an Afternoon Tea or a Buffet Lunch. Mrs Walkers costs are expected to increase from the £18 that she normally charges, as that had been kept to that figure for the last 3 years. Members are also asked as to whether or not they would like to change the venue to Thornwood Hall this year, to spread the venue around the Parish.

18. MILESTONE REPLACEMENT

Members are advised that the Milestone along the B1393 has now been replaced thanks to the continuing efforts of Mr Jimmy Walters, who has been in contact with ECC Highways. Whilst ECC Highways has actually repositioned the Milestone, Mr Waters and his wife have very kindly repainted it and have done a sterling job. Mr Walters has provided Members with some photos which are attached to the agenda at [Appendix 4](#).

19. COUNCILLORS SURGERY

As Members will be aware, some District and County councillors run their Surgery for Local Residents out of Thornwood Parsh Hall. This Surgery was due to be held in June, however due to the forthcoming General Election this has now been postponed until after the election. We are advised that they will advise residents of the new date as soon as it is available.

20. DOG FOULING NOTICES

Members are advised that due to the increase in dog fouling on the pavements in the Parish, Notices have been requested from Epping Forest District Council to be erected in the following locations:

- CCTV Notice at parade of shops
- Harrison Drive
- High Road on Post between Chemist and Vets
- Kiln Road
- High Road on Pathway to Cinnamon
- Dukes Close
- School Green Lane
- Beamish Close
- Oak Piece
- Queens Road
- School Green Lane the Alley from school gates to Blackhorse Lane
- Memorial Playing Fields
- Rowley Mead Thornwood
- Duck Lane Thornwood
- Upland Road Thornwood
- Weald Hall Lane Thornwood
- High Road Thornwood

As soon as the Notices are received the Parish Councils' contractor will put them up.

21. 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 currently **NO confidential** items to be considered.