



North Weald Bassett

PARISH COUNCIL

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Clerk to the Council

Susan De Luca

28th February 2018

TO: ALL COUNCILLORS

You are hereby summonsed to attend A **Meeting** of the **Parish Council** which will be held on **Monday, 5th March 2018**, 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 5th February 2018

To **NOTE**,

The Minutes of The Parish Hall, Thornwood Common Management Committee Meeting

The Notes from The Remembrance Sunday Dissemination Meeting

The Minutes of the Queens Hall Charity – if Available

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 & Local Plan – Update

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To *APPROVE* the list of payments which were made up to the 28th February 2018 and *NOTE* the account balances at the end of the month (*to be tabled*)

b) To *NOTE* that the Internal Auditor will be in Attendance at the Parish Council Office on 4th May 2018, to undertake an Internal Audit.

9. DATA PROTECTION

Members are asked to *NOTE* that Documentation has been received from NALC/EALC regarding Data Protection, and Data Protection Officers.. As Members will be aware the Parish Council 'postponed' the Training Session which was due to be held on the 10th March as conflicting information has, and is still being received. This document is not doing anything to verify the information. The Parish Council has written to EALC asking for confirmation on some items within this document. A verbal report will be given at the meeting.

10. NORTH WEALD MEDICAL CENTRE- RESPONSE FROM RT HON ALEX BURGHART – MP

The Clerk has been liaising with Alex Burghart MP and has now received a response from his Constituency Office, which is reproduced below:

“Thank you for this information which is extremely interesting. It seems odd the Limes has not asked Alex to help directly. He has now approached the practice again, asking what he can do to help. Once this is clear he will, of course, do all within his power to assist.

If you can keep him (and me) informed of any developments we should be able to start asking the right people the right questions!"

Members are now asked how they would like to proceed.

11. EPPING FOREST DISTRICT COUNCIL - FREEDOM OF THE DISTRICT ON 56 SQUADRON

EFDC will be bestowing the Freedom of the District on 56 Squadron RAF on 24 April at 7.00pm at an Extraordinary Meeting. This will be a special meeting of Epping Forest District Council which will have been convened for the sole purpose of conferring the Freedom of Epping Forest District on Number 56 Squadron RAF. Members are advised that National celebrations are being held during 2018 to commemorate the 100th anniversary of the founding of the Royal Air Force on 1 April 1918. To note the special links between the RAF and the District. 56 Squadron served at North Weald Airfield before and during the Battle of Britain. The title of Honorary Freeman does not confer any rights. The Clerk has contact EFDC and asked for room to be made available within the Council Chamber for Parish Councillors for this Historic Event, especially as the Clerk, and Arthur Moreton met with Tom Carne, EFDC Public Relations Officer in 2017 regarding this matter and discussions had originally taken place in giving 56 Squadron the Freedom of The Parish.

12. QUEENS ROAD ALLOTMENTS – WORKS BY THE DEVELOPERS, WORKING ON THE QUEENS ROAD DEVELOPMENT SITE

The Clerk has received some complaints in relation to some of the work being carried out by the developers working on the Site. The Clerk and the Principal Financial officer have visited the Site, and have been liaising with Storm, the Developers and EFDC. A verbal Report will be given at the meeting.

13 . ESSEX COUNTY COUNCIL HIGHWAYS USERS SURVEY

Last September ECC invited all Parish & Town Councils, and individual District, City and Borough Councillors within Essex County Council's area, plus a range of other private and public organisations, to offer their view on the priorities and satisfaction levels that they associated with the specific services provided by Essex Highways. They will be asking questions on

1. Road Surface condition, 2. Footway condition, 3. Keeping roads clear of snow and ice

In the last Survey more than half of the respondents stated that they found it easy or very easy to contact Highways to report a highways issue, they also used comments to make improvements to this survey.

We are advised that this year they have:

- Made the wording for this latest survey less confusing
- Added the ability for you to write in a 'comments' box
- Added two new questions
- Extended the response period to six weeks, so that Parish Councils in particular have more time to canvas locally and discuss how they wish to complete their survey as a body.

The results will be fed in to their planning cycle and help them to consider how they use their "limited resources" to meet current and future demands.

They are now writing to offer the opportunity to take part in this next survey. **The latest survey, needs to be completed between Friday 23rd February 2018 and Friday 6th April 2018. The deadline for this survey to be returned is Friday 6th April 2018.**

Members have already been sent this survey, individually, by the Clerk, however they are now asked if they would like the Clerk to **COMPLETE** the Survey on behalf of the Parish Council.

14. COMMEMORATION ‘CHARLIES GARDEN’ THORNWOOD ALLOTMENTS

During July & August 2017 it had been suggested by Cllr Hawkins that a Dedication and Commemorative Plaque be organised for Mr Charlie Boshier a long standing Allotment Holder and Resident of Thornwood Common.

Unfortunately due to the circumstances that happened regarding Cllr Hawkins and his passing, it has taken a little while to get this actioned however everything is now in place for this to go forward.

The Dedication is to be a ‘thank you’ to Charlie who took the waste land at the top of the Allotment and transformed it into a garden and has looked after this area himself ever since. The Environmental Committee have Agreed that they wish to do this at the Allotment Committee Meeting on the 18th March. Members are therefore **INVITED** to attend this event.

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.”

There is currently **ONE** confidential item to be considered