

North Weald Bassett

PARISH COUNCIL

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Clerk to the Council Susan De Luca

8th May 2019

TO: ALL COUNCILLORS

You are hereby summoned to attend the **Annual Meeting** of the **Parish Council** which will be held on **Monday 13th May 2019**, in the **North Weald Library**, High Road, North Weald Bassett at <u>7.30pm</u> 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. ELECTION OF CHAIRMAN 🖑

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

To EXECUTE the declaration of Acceptance of Office of Chairman of the Council.

2. ELECTION OF VICE CHAIRMAN 🖑

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. CO-OPTION OF COUNCILLORS

In accordance with procedures, and as there are Vacancies which were not filled at the Election on 2^{nd} May, the Parish Council is able to co-opt at this meeting without advertising the Vacancies. The Parish Council has currently received One application for Co-option which is attached at *Appendix ONE* for Members *CONSIDERATION*. This is for Co- Option for Village Ward (North Weald). Two Vacancies remain for Thornwood Common and Hastingwood Wards.

4. APOLOGIES FOR ABSENCE ♥

To *RECEIVE* any apologies for absence.

5. OTHER ABSENCES

To *NOTE* any absences for which no apology has been received.

6. CONFIRMATION OF MINUTES 🖑

To *APPROVE*, as a correct record:

- the Minutes of the Meeting of the Parish Council held on 1st April 2019

To NOTE,

The Minutes of the Parish Hall at Thornwood Common held on the 4th April 2019 All as at *Appendix 2*

7. 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

8. 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.

9. 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 3*.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

10. MEMBERSHIP OF COMMITTEES

■ Vacancies - Members are asked to *NOTE* that there are currently 3 Vacancies on the Management Committee at the Parish Hall at Thornwood.

Last year's Memberships is as detailed on Appendix 4

To DETERMINE the membership of the Council's Standing Working Committees as follows -

- (a) Planning Committee (11 Members)
- to meet 1st and 3rd Mondays (usually) subject to plans being available.
- (b) Environmental Committee (7 but Open to All Members).

to meet monthly during the day, usually four times a year.

(i) Allotments Sub Committee (3 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).

- (c) Finance & General Purpose Committee (Open to All Members)
- to meet once or twice a year, but always to meet to set the Budget and Precept
- (d) Personnel Committee (Usually 6 Members)
- to meet as and when necessary.
- (e) Emergency Personnel Working Group (3 Members of the Personnel Committee) to be able to meet at short notice

f) Neighbourhood Plan – Cllr Blanks, Cllr Clegg, Cllr Tyler

11. FLAG FLYING THE RED ENSIGN ON MERCHANT NAVY DAY ${\ensuremath{\mathfrak{Y}}}$

Members are asked to *CONSIDER* if they wish to fly the Red Ensign for Merchant Navy Day on 3rd September 2019 in recognition of the sacrifices and saluting the courage of those personnel in the Merchant Navy who gave their lives for this country.

12. DATES OF MEETINGS FOR THE MUNICIPAL YEAR 🖑

■To *NOTE* the dates of the Meetings attached at *Appendix 5*. The Meeting calendar is attached for Members.

13. REPRESENTATION ON OUTSIDE BODIES 🖑

Members are asked to *DETERMINE* the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES	
Outside Body	Current Representation Council Year 2018 - 2019
Parish Passenger Transport Forum	Position Vacant
Norway House	Chairman of Parish Council
North Weald Village Hall	Cllr Bedford
Epping Forest District Council	
Committees	Cllr Mrs S Jackman, MBE &
• Epping Forest Branch of the Association of Local	Chairman, & Clerk
Councils – two reps (clerks may also attend these meetings)	
 Local Councils' Liaison Committee – two reps – (clerks may also attend these montings) 	As Above
 meetings) Joint Standards Committee – one rep (but only if your council is a member of this) 	Currently Cllr Bedford

[®]Queens Hall Charity

Parish Council Appointed Trustees for 2018 – 2019 Were:

Dawn Wood, Colin Kinnear, Dan Cuthbert, Stephen Goodfellow, Helen Gould, Jamie Prior.

Members were advised of a number of concerns at the Report given by one of the Parish Council Appointed Trustees in April 2019. A copy of this Report is Appended on a Pink (Confidential Document) as appended on *PINK APPENDIX CONFIDENTIAL ONE*

In the Governing Document the Term of Office is for One Year.

At the Parish Council Meeting in April 2019 Members of the Parish Council agreed that they would appoint at least one new Trustee for the year 2019 -2020 – therefore the following have expressed an interest to become Trustees for the year 2019-2020:

PC Appointed 2019-2020

Dawn Wood - Resident Colin Kinnear - Resident Jamie Prior - Resident Nicole Kelly - Resident Jonathon Schlanker - Resident Stuart Greenhill - Resident Terry Blanks - Councillor George Mulliner - Councillor

Groups

Helen Gould- Red School Ian – UKA Karate Vince – NWCC - Cricket Diane - Bowls Badminton - Sarah Cook

A resolution will need to be taken to remove North Weald Youth Club and Wealdside Football Club, & replace these two Hall Users with The Red School & UKA Karate Club.

the Clerk has spoken to Sue Sheppard at RCCE who can draw up this Resolution on behalf of the Charity. There was concern expressed at more than one person representing the same hall user group.

14. LOCALISM ACT – 2011 – S28 CODE OF CONDUCT

Members are reminded that the Localism Act 2011 requires Parish Councils to adopt a code of Conduct which confirms the conduct expected of their members. The Clerk has, therefore, been asked to remind Members of the following:

i) The Council is required to adopt a code of conduct that is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and includes provisions which the council considers appropriate in respects of the registration and disclosure of "pecuniary interests" and "interests other than pecuniary interests"

And

ii) To publicise its adoption, revision or replacement of a code in such a manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area.

15. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded, that they should review their Interests on a regular basis, as such the Clerk is advising Members that on behalf of EFDCs Monitoring Officer *Members are asked to review their current Declaration*. These forms have already been distributed to you in your Welcome Pack. The forms **MUST** be submitted to EFDC and this needs to be done within 28 days. **This is a legal requirement**.

Elected Members Data Sheets were also enclosed in your Welcome pack, please complete the new one for this year as this will ensure we have all your correct details.

16. GENERAL POWER OF COMPETENCE♥

Parish Councils are corporate bodies and their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008, when they could, if eligible exercise the Power of Well-being 2008 Order made under Section 1 (2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a General Power of Competence, a radical new power with wide ranging possibilities. This broader General Power of Competence replaces the Power of Well-being.

The General Power of Competence was brought into force by S1, 961 The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

"The Governments intention in providing eligible parish council with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things that they have previously been unable to do under their existing powers"

It gives eligible local councils " the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first not last resort.

This Parish Council is an 'eligible council' as the Clerk is a Qualified Clerk and holds the Certificate in Local Council Administration,, the Clerk has completed the training in the exercise of the General Power of Competence, and this Council fulfils the Electoral Mandate by having at least two thirds of the Member of the Council Elected.

Therefore a Resolution must be taken at the Annual Meeting following elections to *RESOLVE* the Eligibility of this Council to use this Power.

Members are therefore asked to *RESOLVE* this Councils Eligibility.

17. REPORTS & MEMBERS REPORTS *

Members are reminded that in order to ensure smooth and <u>prompt running of the meeting</u> it would be <u>prudent to provide the Clerk</u> with a <u>written copy of their report</u> in order that this can <u>be circulated</u> to all Members <u>with the Agenda</u>.

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 6**: *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) Queens Hall Report
- g) Neighbourhood Plan Report
- h) EFDC Local Plan Report

18. FINANCIAL REPORTS 🖑

a)List of Cheques & Monthly Statement of Accounts

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

b) APPROVAL OF ACCOUNTS 🖑

\square A copy of the Final Accounts for 2018 – 2019 is attached at *Appendix* 7. Councillors are asked to *CONSIDER* the accounts, and to approve them by way of *RESOLUTION*. Ideally, any queries should be raised with the Clerk or PFO prior to the meeting.

c) INTERNAL AUDITOR

Members are asked to **NOTE** that the Internal Auditor will be in attendance at the Parish Council Office on Friday 24th May 2019.

19. LAND TRANSPARENCY & REGISTRATION

The Clerk will give Members an Update with regard to the current registration of Parish Council Land. Together with Costings of registrations and work by Solicitors.

20. CORPORATE GOVERNANCE / POLICYDOCUMENTS 🖑

To *NOTE* that Policy & Procedure documents were Agreed at the April Meeting. The following document which is attached at *Appendix 8* is an additional *REQUIREMENT* as suggested by the Auditor and which is a newly drawn up document:

• North Weald Bassett Parish Council Investment Strategy – A Two Page Document

Members are asked to *CONFIRM* they are content to *ADOPT* this Document as a Policy Documents with a review date of April 2020.

21. TRAINING

Details of Training which is available from EFDC/EALC is included with your Agenda. Members are asked to contact the Office as soon as possible if they wish to take advantage of this training. Adriana will be providing a comprehensive Planning Training Evening for all Councillors on **MONDAY 15TH JULY AT 7.15PM** (the Planning Meeting for that evening will be held at 6.45pm. Please would you book this date in your diary now. Adriana is the Planning Trainer for Essex Association of Local Councils and is acknowledged as being a leading expert in Planning within Parish Councils in Essex.

22. ESSEX COUNTY COUNCIL LIBRARY

Members are advised that the Clerk has sent correspondence to County Cllrs Anthony Jackson and Chris Whitbread. Copy Letter attached at *Appendix 9*. Cllr Jackson contacted the Parish Council Office on Wednesday 1^{st} May and advised that he is arranging a meeting with Cllr Mrs Susan Barker, a date for that meeting is yet to be advised. The Parish Council has organised a petition to also be sent to Essex CC. It is expected that the final details of this will be available for the meeting.

23. MEDICAL CENTRE (THE LIMES) – WHEELERS FARM GARDENS

The Parish Council was advised that the Limes North Weald Surgery was re-opening on the 16th April. An invitation was received for the Parish Council to attend a 'soft opening'. Two Councillors attended this on the 15th April, Cllrs Mrs Grigg & Mrs Jackman, MBE. However a number of residents are still concerned that appointments are still very difficult for residents to obtain. The

Clerk has therefore written to the Manager of the Limes and asked a number of questions as detailed below:

-How many doctors will be in attendance at the Surgery and how often will the surgery be open, days and times.

-What sort of appointment system will be available for residents. Will the appointment be available only for North Weald Residents? We understand that residents have been trying to get appointments and they have been told that there are none available, the earliest available being 30th May and this only with a Nurse Practitioner.

-Also are new patients able to register with the surgery? A number of people have been told by the receptionist at the main Limes Surgery in Epping that the North Weald Surgery is yet to Open, is this the case?

24. EFDC RECYCLYING REWARDS CHARITY FUND

The Parish Council has received notification of this rewards scheme. A copy of the letter from EFDC is enclosed at *Appendix 10* the Clerk has currently asked that the Queens Hall Charity be registered for the year 2019 - 2020. As it is understood it cannot currently be split between more than one 'parish' charity each year. If Members decide that this is not the Charity that they wish to support this year then we would have to notify EFDC as soon as possible.

25. MEETING WITH ESSEX COUNTY COUNCIL – LOCAL HIGHWAYS PANEL(LHP)

Members are advised that the Clerk and the Chairman are to be meeting with County Cllr Chris Whitbread and County Highways Officer to discuss matters relating to the LHP. The following matters will be discussed:

-Norway House – Crossing/Petition

-Speed of Traffic High Road North Weald - already Submitted

-Better Lighting In The High Road By The Parade of Shops to ensure that the CCTV is fully Operational 24 hours a day

-Speed of Traffic in Mill Street Hastingwood – Already Submitted

-Speed of Traffic Woodside – Already Submitted

-Speed of Traffic B1393 Thornwood – Already Submitted

-Speed of Traffic Rye Hill Road/Upland Road Thornwood – Already Submitted

-Parking Blenheim /York Road + Sign about Lorrys Turning near Kings Transport – Already Submitted

-Wheelers Farm Gardens Parking & Road Markings

-Railings Outside Chemist – Insurance Claim

-Belisha beacons at Kings Head & Parade of Shops also need brighter beacons together with the Remarking of Crossings on Both.

-Church Lane 7.5 ton warning- there is only a sign at Wellington Rd end but nothing at the cemetery end.

-Also Church Lane going down to Kings Head which is a cul de sac - drivers going over pavement onto High Rd.

-All white lines in general throughout the Parish

-Cllr Bedford will give a Verbal Report in relation to A Programme of Village Gateways throughout the Parish.

-Indicator Sign for Hastingwood Village Hall - Already Submitted

- Mirrors on to the Highway

26. SPEEDWATCH

To receive an update from Cllr Baden Clegg on the current situation regarding Speedwatch.

27. CHARLIES GARDEN 🖑

Ratification to change the plot at Thornwood Allotments known as Charlies Garden to Charlies Garden and Orchard.

28. 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

THERE IS ONE CONFIDENTIAL ITEM FOR NOTING APPENDIX CONFIDENTIAL ONE