

#### CELEBRATING 125 YEARS OF PARISH COUNCILS 1894 -2019

# North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

28th October 2019

#### **To All Councillors**

You are hereby summoned to attend a meeting of the **Parish Council** which will be held on **Monday 4th November 2019**, in **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. 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 7th October 2019

To *NOTE* the Minutes of the Meeting of the Parish Hall Committee held on 3rd October 2019 & The Minutes of the Queens Hall Charity held on the 12<sup>th</sup> September 2019. 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 and statements from members of the public.

In accordance with an agreed procedure, the time allocated for public questions and / or statements/ 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. As attached at 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 tabled at the meeting.

#### **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 If Available
- e) Parish Councillors Reports
- f) Local Plan
- (i) Epping Forest District Local Plan Infrastructure Delivery Topic Paper:

**Sports Infrastructure Addendum** 

Members Attention is brought to a Report drawn up by the Principal Financial Officer after Consultation with the Clerk. The Clerk and the PFO have met and discussed the lack of Sports Provision and Leisure Facilities detailed within the Epping Forest District Local Plan Infrastructure Delivery Topic Paper. A verbal Report will be given to Members at the meeting and a copy of this is attached for Member at Appendix 3

- g) Neighbourhood Plan
- h) Oueens Hall Charity Cllr Ms D Wood will give a verbal Report from the Meeting held on the 24<sup>th</sup> October.

# 8. FINANCIAL REPORTS

# a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 31<sup>st</sup> October and **NOTE** the account balances at the end of the month.

# **b**) INTERNAL AUDIT

Members are again REMINDED that the Internal Auditor will be in attendance on Friday 29th November for the first interim audit report for 2019 -2020.

# c) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Slow progress continues on the GDPR filing during October, it is expected once the Remembrance Sunday events are over then the GDPR and filing will be back to normal.

Date 4th November 2019 Meeting: PARISH COUNCIL MEETING

# 9. NORTH WEALD AIRFIELD – TEMPORARY PLANNING PERMISSON<sup>®</sup>

Following last month's meeting, the Clerk has written to EFDC Chief Executive and Leader asking for details surrounding the allocation of the £50,000 to North Weald Bassett Parish Council. At the time of compiling the Agenda a response is still awaited. However a list has started to be compiled following requests from Residents of items that they would like to see monies from the £50,000 spent on. This list is attached at APPENDIX 4 for Members information. Members were also asked to come back to this meeting with further ideas and therefore it is expected that further items will be placed on this list. It was also suggested that an item could be published in the Press once the initial List had been compiled, asking for other suggestions and comments from Residents on any major proposals that had been received.

# 10. EPPING FOREST DISTRICT COUNCIL ACCOMMODATION PROPOSAL

■ Members attention is drawn to EFDC Report which is from the Cabinet Agenda of 31<sup>st</sup> October shown on APPENDIX 5 where the above matter is being discussed. Members attention is brought to the matters highlighted: which refer to the following:

- The New Build Offices on North Weald Airfield are no longer planned to go ahead
- The Civic Offices in Epping are planned to be refurbished
- The Epping Library is provisionally planned to be housed in the Civic Offices

As Members will therefore glean from this proposal the 'offer' of accommodation for the Parish Council within the New Offices on North Weald Airfield is no longer going to be available if this proposal is agreed by EFDC.

It should also be **NOTED** the proposal to re-locate Epping Library within the Civic Offices, and Members attention is brought to the following:

# Essex County Council Future Library Services Strategy – 2019-2024 reference Property Issues - Item's as detailed below

5.15 The Council's preference is for community-run library services to be run from other community premises, but it is open to other innovative suggestions and viable options will be explored including co-locating, re-development, using the existing property in different ways and new locations.

By re-locating Epping Library to the Civic Offices is a clear example of this policy.

#### 11. ECC LIBRARY

The Clerk has had a further Meeting with Senior Library Staff on the 23<sup>rd</sup> October regarding the Expression of Interest (EOI), Essex County Council's own Valuation of the Library Building and Volunteers. Volunteers also had a meeting with the Clerk and the Senior Administrative Officer on the 24th October. The EOI has been delayed until the middle of November and the details of the content of this pack is necessary before we go ahead with a further meeting. Once the EOI Pack has been received a further meeting will be arranged with the Parish Council Library Working Group.

# 12. PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Members will be aware that Parish Councils are a local authority that make all kinds of decisions on behalf of local people on issues that affect the local community, most commonly planning matters, managing open spaces, cemeteries and delivering better services and facilities.

Parish Councillors are unpaid volunteers who give their time and service freely to assist the local community. North Weald Bassett Parish Council is made up of 15 Councillor seats, over 3 wards, North Weald Village, Thornwood Common and Hastingwood.

Meetings of the Parish Council are not public meetings, but meetings held in public. Members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. However, as part of its community engagement, North Weald Bassett Parish Council sets out a time for public participation at an agreed time when members of the public are invited to speak.

The law does not allow members of the public to take part in the debates. However, as Councillors are aware, this Council allows members of the public the opportunity to speak following a temporary adjournment which is at the beginning of the meeting. Public participation is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. The discussion of the point brought forward might have to be delayed until a subsequent meeting if a response is needed.

Members of the Council are always willing to discuss topics put forward by the public. The agenda is prepared during the week prior to the next council meeting so it would be prudent for Residents to inform the Clerk of an item that they would like to see discussed by Council. Although this might seem a long time in advance, the Council is required by law to publicise its agenda at least three clear days before each meeting. Only business contained within the agenda can be considered at the meeting.

When the meeting reaches the agenda item of 'public participation', the Chairman will suspend the meeting and members of the public will be allowed to speak. At this point Councillors should not interrupt or debate issues with the public, but sometimes, if it is counter-productive not to, they may respond, but debate or long discussions should not take place between the public and the Council as this is the 'public' section.

The time for the public to speak is limited to 15 minutes. If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period. A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public. The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.

Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes. A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.

When all the members of the public have spoken in the public participation section, the Chairman will resume the meeting.

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

# What about 'bad behaviour' at a Council meeting

All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature. Members of the public disturbing a Council meeting will be asked by the Chairperson to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed. If a meeting becomes unmanageable because of interruption, or impossible to be continued due to disturbance or disregard for the Chairpersons instructions the Council can and will resolve to either close the meeting for a period of time or have the meeting recalled for another date. A suggestion Public Information Sheet for Residents who attend Meetings is included for Members **PERUSAL** and **COMMENT** at **APPENDIX** 6.

# 13. PARISH COUNCIL TRAINING

Members are ADVISED that bespoke Model Code of Conduct Training has been organised for Members. Ian Willett will be the Tutor. This will be held on Monday 18<sup>th</sup> November 2019 at 7.00pm, please provide any Questions that you would like answered by Ian to the Clerk a soon as possible. Members are asked if they would try their utmost to attend this event.

# 14. INVITATIONS TO DISTRICT COUNCIL EVENTS

The Parish Councillors have received invitation to the following events:

a) A Garden Town Stewardship Stakeholder Workshop being run by the Harlow and Gilston Garden Town Team on Monday 11 November 2019 at Harlow Resource Centre

The new Garden Town is seeking to deliver significant new growth in and around Harlow in accordance with the Local Plan allocations. An important element to ensure high quality development in the Garden Town is to ensure that the most appropriate arrangements are put in place to ensure the long term management and maintenance of the community assets including green space, the public realm and other community facilities.

This event will consider the range of assets that could be included in future arrangements and the potential Models for taking this work forward.

There will be a Guest Speaker from Letchworth Garden City to talk to us about their experience of these issues. There will also be opportunities for Councillors to share thoughts on these matters.

Venue: Harlow Resource Centre (found on the first floor of Harlow Leisure Zone), Second Avenue, Harlow, CM20 3DT.

Date: Monday 11 November 2019

Time: Refreshments available from 6pm, Start at 6.30pm

b) The Epping Forest Economic Strategy Stakeholder Event on Wednesday 13th November 2019, 9am – 12.30pm at Theydon Bois Village Hall.

Local businesses and other partners are being offered the opportunity to have their say on the new long term economic plan for the Epping Forest district as outlined in the discussion paper 'Nurturing

Growth'. This event provides an opportunity for businesses, local groups and other interested parties to discuss some of the ideas and approaches in theme-based workshops looking at issues such as skills, transport infrastructure, innovation and entrepreneurship, and town centres.

If you are interested and would like to attend, please click advise the Clerk who will book your free space. For further information please view the *Economic Strategy discussion paper* https://www.eppingforestdc.gov.uk/consultation-of-new-economic-plan/

#### 15. REMEMBRANCE SUNDAY EVENTS

Members are **REMINDED** of the Remembrance Sunday Events that are taking Place on Sunday 10<sup>th</sup> November. Invitations have been dispatched, acceptances have been received and plans are well in hand. Members are advised that the Chairman of the Parish Council would like agreement from Members to dedicate a Bench to '75 Years Friendship with the Royal Norwegian Airforce' within the Cemetery also on that day. Details of times will be given at the meeting. Members are asked to **CONFIRM** this dedication. The Parish Council has also drawn up and printed 100 Service Sheets and Hymn Sheets for the RBL Service at the Parish Memorial at St Andrews Church and at the Memorial in the Churchyard. Organisation of the Lunch is in hand. At the current time it is not known if we will have any attendees from the Royal Norwegian Airforce, as it is understood they are on active service at the current time in the middle east. A full verbal report will be available for Members.

#### 16. EPPING FOREST DISTRICT COUNCIL CIVIC AWARDS ♥

At the last meeting Members were advised that EFDC were inviting nominations for their annual civic awards scheme they were asked to confirm any nomination that they had and to put the name forward for discussion at the next meeting. Currently no names have been received. This can be for adults or juniors.

#### 17. CHRISTMAS EVENTS THORNWOOD AND HASTINGWOOD ∜

North Weald Village will switch its Christmas Tree lights on, on the 1st December. Both Thornwood and Hastingwood will be having Events to Celebrate Christmas at the beginning of December. Historically the Parish Council have provided funds towards Christmas Trees in both Villages and some funding towards Refreshments for any Christmas events held. Members are asked to **CONFIRM** that they wish to undertake the same this year.

# 18. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (CONFIIDENTIAL) pages, or if 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 however an item may be placed in the Confidential part of the meeting as long as it is in accordance with the statutory guidance.

Agenda Item No

Subject **Exempt Item** 

# THERE ARE CURRENTLY NO CONFIDENTIAL ITEMS TO BE CONSIDERED