



North Weald Bassett

PARISH COUNCIL



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Clerk to the Council
Susan De Luca

30th September 2015

TO: ALL COUNCILLORS

You are hereby summonsed to attend the **A Meeting** of the **Parish Council** which will be held on **Monday, 5th October 2015**, 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 Parish Council Meeting held on 7th September
- The Minutes of the Forward Planning Meeting held on the 21st September

To **NOTE**

The Minutes of the Parish Hall at Thornwood Meeting held on the 3rd September

ALL 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.

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 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 reproduced **if they have been submitted by Members for inclusion**

a) Chairman's Report

b) Vice Chairman's Report

c) District Councillors Reports

d) Highways Report – As detailed on *Appendix 3*

(Referring only to the Give Way Sign Outside the Library As Per Cllr Stallan's Request at the Last Meeting)

e) Councillors Reports – To be given by Members at the Meeting

f) Environmental Issues – Cllr Mulliner

8. FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the 30th September 2015 and **NOTE** the account balances at the end of the month. *(to be tabled)*

b) Internal Audit

To **NOTE** that the Internal Auditor will be in attendance on the 26th October

c) External Audit

The Parish Council has received Notice of Conclusion of Audit, and has received an Unqualified Audit Approval, the auditor has however made the following comment:

“The Council has not provided us with a minute confirming the appointment of the internal auditor. Best Practice indicates that this should be minuted, we also expect there to be a letter of acceptance.”

9. GRAFFITI POLICY

Members are advised that the Parish Council is currently compiling a Graffiti Policy based on the District Council's Policy, this will be available for the next meeting.

10. NEIGHBOURHOOD AREA PLAN

 Following on from the last meeting of the Forward Planning Meeting where the Neighbourhood Area Plan was discussed, the first stage has now been reached in that an article has been produced for publication in Village Life and CM17 Magazines and also for distribution to all homes in the Neighbourhood Plan area. Copies are attached at **Appendix 4**.

11. REMEMBRANCE SUNDAY ANNUAL EVENTS

Members are advised that the organisation of the events are well under way, with the Parish Council staff, organising both the Parish Council and the British Legion Events this year. A verbal Report will be given at the Meeting.

12. HASTINGWOOD

a) **Open Afternoon** - Members are advised that following the Clerk's attendance at a meeting with Hastingwood Village Hall Committee, Members asked the Clerk to enquire whether or not the Parish Council would support an Open Afternoon during November advertising 'What's On In Hastingwood'. This is an event which will include advising residents of what's on in the Village Hall, and also of the new facilities and extension to the Village Hall. Also the facilities such as the Allotments which would encourage people to get out and about and get healthy and meet local people. The Committee would like to borrow the Parish Council's Exhibition Boards and were also hoping for a donation towards Afternoon Tea and Mulled Wine for the Visitors on the Day. The amount of money is not expected to exceed £100.

b) **Hastingwood Village Hall Trustees Indemnity Insurance to Cover the Trustees Whilst Building Works are Taking Place** – We have received a request from the Trustees to cover the cost of the Trustees Indemnity Insurance to cover the Trustees (much like the Queens Hall Indemnity Insurance) to cover the Trustees while the Building & Renovation works to the Hastingwood Village Hall takes place. The Clerk has taken advice and we can pay this, even if it is from a Section 137. It is expected to be approximately £65. Members are asked to **CONSIDER** this request.

13. TOWN AND PARISH COUNCIL REMUNERATION SCHEME

The Clerk has received a request from a Councillor to place this matter on an Agenda. As this matter is also being discussed by EFDC prior to this meeting, the Clerk has had to make a decision with regard to what allowance (**if any**), would be agreed by Members. The Clerk has advised the Remuneration Panel that she believes Members would wish to receive between £50 to £100 per annum, with a Chairman receiving an additional allowance of £300 (due to Remembrance Sunday expenses). Obviously Members can take a vote on this item as to whether they wish the Parish Council to pay a Remuneration to Members. However it should be noted that there is currently a Chairman's Allowance currently in operation. Members are asked to now **CONSIDER** whether they wish to receive individual allowances for the year 2016-2017. Due to the current law those Members who have been Co-opted are currently unable to receive individual allowances.

14. RECORDING OF PARISH COUNCIL MEETINGS

 At the recent EALC Annual Conference Audio Minutes gave short presentations to a number of Clerks and Councillors as to the benefits of audio recording of Parish Council and other Council Meetings. This service is, at the current time completely free of charge from Audio Minutes, the only cost being the cost of the microphone and the use of a mobile phone, a copy of the

documentation provided at the meeting has been reproduced at **Appendix 5**. Members are asked to **CONSIDER** if they wish to trial this for a period of, say six months. It should be remembered that under current legislation any ordinary member of the public may attend meetings of the Council and record the proceedings themselves.

15. EFDC CITIZEN OF THE YEAR

The Clerk has received a request from EFDC for Nominations for the District Citizen of the Year. Members are asked to **CONSIDER** any nominations that they may have. The closing date for nominations is Friday 27th November.

16. EFDC STRATEGIC HOUSING MARKET ASSESSMENT (SHMA)

Members are advised and asked to **NOTE** this summary of reports going to the October cabinet:

Strategic Housing Market Assessment (SHMA)

1. Consultants completed report jointly with EFDC, East Herts, Harlow and Uttlesford. Broxbourne BC and Brentwood BC elected not to be included in the 2012 SHMA or this new one (it makes no reference to London Boroughs, but Broxbourne and Brentwood did form part of the 2010 SHMA).
2. The objectively assessed housing need for EFDC is 11,300 – **THIS IS NOT GOING TO BE THE FINAL HOUSING TARGET FIGURE**
3. The following can be deducted already from this figure
 - a. 948 dwellings (already built) between 2011 to now
 - b. 900 dwellings which have permission (however they will only count once they are built)
 - c. 1,600 (80 dwellings per year) via windfall sites
 - d. 600 (30 per year) empty homes brought into use

Total that can be deducted – 4,048, leaving 7,252
4. The Council can make a policy decision to uplift the figures (meaning they can increase it to ensure there is enough market housing planned to make affordable housing deliverable)
5. The Council will need to consider if its adopted housing target (which has not been set yet) equates equally to its annual figures for its 5 year assessment of land supply (what this means is that EFDC will have to look at its five year land supply – permitted housing supply – equates to five years worth of the councils housing target)

Objectively Assessed Economic Need (OAEN)

1. Conducted with the same authorities as the SHMA
2. Produced two separate reports:
 - a. Joint Economic Report – Looking at the 4 districts collectively
 - b. Detailed EFDC Economic Report – commissioned by and for EFDC alone – looks at specifics for the District
3. This objectively assessed the Economic need, however is not necessarily the employment/jobs target
4. Based on a Functional Economic Market Area (FEMA) which rarely fit administrative boundaries. The FEMA does show links to London and the London boroughs, however it is not clear in the report how these commuting patterns affect the figures. We may need to look at the full consultants report to establish this if needed.
5. Expansion of Stansted has been factored into figures
6. The Joint Economic report shows that between 400 – 455 jobs per year need to be catered for

7. Table below shows the amount of land needed for specific job growth over the plan period.

Use class	Net additional Floorspace	Translated into Land requirement (B and D2 only)
A1 – Shops	-3,000 sq. m to -700 sq. m	
A2 - Financial and professional services	2,400 sq. m to 2,700 sq. m	
A3 / A4 / A5 – Restaurants & cafés / Pubs & bars / Takeaways	8,900 sq. m to 9,900 sq. m	
B1a – Offices	32,600 sq. m to 35,400 sq. m	10.2 to 13.3 hectares
B1b/B1c - Research & Development / Light Industry	5,800 sq. m to 6,300 sq. m	17.3 to 18.3 hectares
B2 - General industrial	-15,900 sq. m to -14,600 sq. m	
B8 - Storage or distribution	9,400 sq. m to 13,300 sq. m	
C1 – Hotels	50 to 190 hotel rooms	
D2 - Assembly and leisure (cinemas, indoor/outdoor sport, gyms etc.)	30,000 sq. m to 33,000 sq. m	8.3 to 9.0 hectares

17. CONSULTATIONS

Members are advised of the following Consultations:

a) Essex County Council Bus Users – Consultation Ends 21 October 2015

Share your views on www.essex.gov.uk/busreview

b) Epping Forest District Council’s Consultation Review 2015

Epping Forest District Council are writing to all Epping Forest District Town and Parish Councils as they are reviewing the way the Council consults and communicates with residents and businesses locally.

Their aim is to be able to include as many stakeholders’ views on topics of interest and relevance, thereby delivering services which are more ‘in tune’ with resident’s needs and Members decisions.

They are asking which platforms we have or use to communicate and publicise to, with residents in our area; and the topics they may be interested in such as, Crime and Disorder Prevention, The Local Plan, Waste and Recycling, Local Area Conservation, Local Neighbourhood Area Plan, Housing Services, any new topic of interest of concern to residents

Full details on how to respond are detailed in the attached letter which is reproduced at **Appendix 6**. Members are therefore asked to **CONSIDER** the letter.

18. PARISH HALL – HALL HIRER – SPIRITUALIST CHURCH

Members are advised that the outstanding funds have now been received.

19. BURNS NIGHT

Members are advised that the Annual Event to celebrate Burns Night will be on the 20th January 2016 at the John Barleycorn. Members are asked to contact Cllr Brian Bartram to book their tickets

20. PARISH COUNCIL OFFICE AND LIBRARY CLOSURE OVER CHRISTMAS AND NEW YEAR

The Parish Office and Library will be closed from Tuesday 22nd December – reopening on Monday 4th January. The Parish Council will of course offer an Emergency Cemetery Service during this time. Staff will be taking Annual Leave during this time.

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.”

There are currently **NO** confidential items to be considered