

North Weald Bassett Parish Council

Parish Hall at Thornwood Common, Weald Hall Lane, Thornwood, Essex CM16 6NB comments.

Tel: 07572 507591 Email: clerk@northweald-pc.gov.uk

Web Site: www.northweald-pc.gov.uk

Clerk to the Council.
Susan De Luca

25th September 2023

TO: ALL COUNCILLORS

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on MONDAY 2nd October 2023 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, with any necessary measures put in place by the Government at the time.

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 4th September 2023 Parish Council meeting which are 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 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, which at the time of printing the agenda include:

- **Weald Common** Interpretation Boards, and Seats have now been installed, the grass has been cut, and invitations have been sent out for the opening. The Opening is Scheduled for Monday 9th October, details of this will be given verbally at the meeting.
- Cemetery Matters -Dealing with interments and memorials

- External Audit Consulting with financial matters and external auditors' request, the Completion of Audit Notices are now on Parish Noticeboards and on the Website. Details of this are shown further on in the Agenda.
- Battle of Britain Sunday –Wreaths were laid at the event on Sunday 17th September at 3pm at the Cross of Sacrifice, in the grounds of St Andrews Church, the Parish Council undertook this event as RFA was not able to organise this, and it was an additional event to the Parish Councils current tasks. The event was extremely successful, despite the inclement weather. With nine wreaths being laid, together with attendance by the Chairman of Epping Forest District Council, also representation from the Royall British Legion, North Weald Branch, 56 Squadron, Essex County Council, RAFA, ATC, North Weald Airfield Museum the Parish Council also organised wreaths to be laid on behalf of Doris Holden (In Memory) and also on Behalf of the Royal Norwegian Airforce.
- Remembrance Sunday Preparations Sunday 12th November Organisation of the event is well underway, the lunch has been organised, a Bugler and a Vicar have also now been secured for the event at the Debt of Honour /Norwegian Stone. The Clerk will be able to give Members a verbal update on further arrangements at the meeting.
- Parish Hall Matters –RAAC A survey to ascertain the construction the hall was conducted on Friday 19th September. It is understood that the Hall was actually constructed in the early 1970's using Marley Preformed Concrete Panels, and that the extension was built in 1999. We are awaiting written confirmation of the Survey.
- **EFDC Waste & Recycling Depot** The Clerk will give an update of the Meeting due to be held on Monday 25th September with James Warwick
- **EFDC** Shared Prosperity Fund Sensory Garden The clerk is expected to have a meeting with week commencing Monday 25th September The Clerk will give an update on this
- **EFDC Local Liaison Meeting** The Clerk will give a briefing on the Branch Meeting and the Main Meeting
- All other Administrative & Matters on the Agenda The Clerk and Office staff have been working on other matters, some of which are not included within the Agenda.

7. REPORTS & MEMBERS REPORTS

MEMBERS ARE <u>REMINDED AND ENCOURAGED</u> TO SUBMIT A WRITTEN REPORT TO THE CLERK WHICH CAN BE DISTRIBUTED TO OTHER COUNCILLORS. THIS WILL ENABLE THE MEETING TO RUN EFFICIENTLY AND EFFECTIVELY. COUNCILLORS WILL THEN BE ABLE TO BRING UP ANY POINTS THAT THEY FEEL ARE RELEVANT TO THE PARISH COUNCIL AND ASK QUESTIONS OF THE COUNCILLOR WHO HAS SUBMITTED THE REPORT.

To **RECEIVE** 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 2** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report Weald Common Update By the Chairman
- 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 Reports By Councillor Terry Blanks Attached
 - Verbal reports will be received if no written report has been submitted

e) Queens Hall Charity Report

- f) Neighbourhood Plan Members are asked to NOTE the date for the Next Meeting of the Neighbourhood Plan is Thursday 12th October at 7pm in the Thornwood Common Parish Hall.
- g) Highways Awaiting Latest Highways Report from ECC However the Parish Council has been dealing with a number of Highways Issues that fall under the remit of ECC and EFDC.

8. FINANCIAL

- a) **Payments -** To formally *APPROVE* the list of Cheques & Monthly Statement of Accounts up to 30th September 2023 these will be emailed to Councillors prior to the meeting.
- **b)** Investments To *NOTE* the Parish Council's Investments

9. EXTERNAL AUDIT -NOTICE OF COMPLETION OF EXTERNAL AUDIT 2022/2023

Councillors are asked to *NOTE* that the Limited Assurance review of the Annual Governance and Accountability Return (AGAR – External Audit) for 2022/2023 has now concluded. In accordance with the regulations, a copy of the Notice of Conclusion of Audit has been placed on notice boards in the Parish and on the Councils website, together with a copy of the certified AGAR sections 1, 2 and 3.

10. DEFIBRILLATOR [™]

Members are advised that North Weald Village Halls has verbally advised that they would be happy for the Defibrillator to be placed on the external wall of the Village Hall. However, they will not except any responsibility for any damage if it is vandalised due to there being no external lighting, in that location. The Clerk will now conduct the necessary procedure for having this relocated from the Methodist Church to the Village Hall.

11. OFFENSIVE SMELLS FROM THE BIOGEN SITE AT ASHLYNS

The Clerk has been copied into a number of emails regarding the offensive smells which seem to be emanating from the Ashlyn's Biogen Site. Whilst this site is not within the Parish of North Weald, but in the Neighbouring parish of Moreton Bobbingworth and the Lavers, it does seem to be affecting some residents who live on the cusp of both parishes. We have been asked therefore if we would back the residents in their letter to Alex Burghart, MP, to ask if he could take up this matter with the company.

12. INTERNAL AUDIT

A **PROVISIONAL DATE** for Interim Internal Audit has been set for Wednesday 11th October. However this could be subject to change by Stuart Pollard of Audit Solutions. Any Councillor who wishes to attend to speak to the Auditor is asked to *CONFIRM* his attendance with the Clerk.

13. LEASES ♥

The Parish Council holds a number of leases on land that we lease. These areas of land have simply been held on leases with documents held by us in a safe. The have never had to be registered. However we have now been advised that all our leases now have to be registered these are as follows:

We currently have the following leases:

- 1. Bluemans End Lease from 7 January 2020 for 10 YEARS, ending 6th January 2030
- 2. Pike Way Lease from 4 August 2008 for 25 YEARS, ending 3rd August 2033
- 3. Queens Road Allotments Lease from 2017 for a period 99 YEARS, ending 2117.
- 4. Village Green with the flagpole in North Weald We believe this is a Wayleave Rental

According to the .GOV website, it states the following:

2.2 New leases for a term of more than seven years out of a registered title

See section 27(2)(b)(i) of the Land Registration Act 2002.

Leases granted out of existing registered titles, that are for a term of more than seven years from the date of the grant are compulsorily registrable.

Members are advised that we will now therefore need to **ACTION** the above.

14. 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 3 confidential items to be considered