



## ***North Weald Bassett Parish Council***

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

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***Clerk to the Council.***

Susan De Luca

9<sup>th</sup> April 2023

**TO: ALL COUNCILLORS**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 17<sup>th</sup> April 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 6th March 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 Chairman 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:

- **Elections** – To advise Members of an update from the Elections Office as a result of the May Elections. Members will be also advised in relation to the date of the distribution of the Welcome Pack, which will give information for Councillors who have been elected for the forthcoming 4 year cycle.

- **Coffee With Cops** - The PC has been liaising with PC Cook regarding a date for the next Coffee with Cops, the last one being held in North Weald Village Hall from 6pm to 7.30pm on 17<sup>th</sup> March at which 13 Residents attended in total. The next Coffee with Cops will be held at The Parish Hall at Thornwood as below :

**Date: Friday 12<sup>th</sup> May 2023    Time: 10.30 12 noon   - Location: Parish Hall Thornwood.**

- **Essex County Council Recycling Centres** – Following on from the last meeting the Clerk was asked to contact Essex County Council regarding the new booking system and changes to the Recycling Centres. The Clerk submitted all the concerns that Councillors put forward, and Members are asked to *NOTE* the *RESPONSE* that has been received following the Clerks Enquiries:

*Dear Mrs DeLuca*

*Thank you for your online communication dated 14 March 2023 the importance of the issues raised are recognised and I am sorry to learn of your concerns. I can confirm that site users visiting by foot do not need to pre-book a slot. In February 2022, we introduced a booking system for large vehicles at our van-friendly sites, and in May 2022 we introduced the booking system for cars at Rayleigh Recycling Centre. Since launching both booking systems, we have received no reports of increased fly-tipping incidents in the county. Please remember, there is never any justification for fly tipping. It is a criminal offence that can result in prosecution. Please do ensure to continue to report any fly-tipping incidents to your local council where the situation will continue to be monitored.*

*As advised, this new booking system is currently only being trailed and whilst formal consultation was not required, all feedback received will be fully considered and any necessary deemed amendments made. We are keen to continue to hear from residents as the trial progresses and thank you for your comments. The trial will be frequently reviewed to ensure it is working efficiently, and amendments will be made, as necessary. It is set to be in place until December 2023 and will be fully evaluated in Autumn 2023. If the introduction of a permanent booking system is considered following the evaluation, the council will launch a consultation to ask all residents for their views. We will be engaging with residents during the trial period before any decision is taken on the future. We fully recognise the benefits of consultation, however, where there is an opportunity to trial an activity first it ensures consultation responses are more informed.*

*Thank you for taking the time to contact us and trust the above has sufficiently addressed your concern. If you wish to contact us further about this or any other issues, please do so via our [online form](#).*

*Regulatory and Compliance Officer*

*Compliance and Complaints*

*Customer Services*

*Essex County Council*

*[www.essex.gov.uk](http://www.essex.gov.uk)   CEC/CS/CC/CRW/RCO*

## 7. REPORTS & MEMBERS REPORTS

**MEMBERS ARE REMINDED THAT THEY ARE ASKED 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**
- 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** - verbal reports will be received if no written report has been submitted
- e) **Queens Hall Charity Report**
- f) **Epping Forest District Local Plan**
- g) **Neighbourhood Plan**
- h) **Highways Report**

## 8. FINANCIAL

- a) **Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 31<sup>st</sup> March 2023. These will be distributed at the meeting.
- b) **Investments** – To **NOTE** the update available.
- c) **Internal Audit** – Members are asked to note the following date for Internal Audit as 25<sup>th</sup> May 2023


## 9. PARISH COUNCIL POLICIES, STANDING ORDERS AND FINANCIAL REGULATIONS UPDATE

 Members are advised that the Parish Council Policies, Standing Orders and Financial Regulations have been updated and are available for all Councillors to view at the Parish Council offices. Following research and Best Practice the following new policies have been added for Members Consideration and Adoption, attached at **Appendix 3**:

- Social Media, Bullying and Harassment

Councillors are now asked to **CONSIDER** formal adoption of all updated policies, Standing Orders and Financial Regulations.

## 10. CODE OF CONDUCT

 North Weald Bassett Parish Council needs to sign up the LGA Code of Conduct which has been updated to bring it in line with the members code adopted by other Parish & Town Councils. The Code was first published by the Local Government Association in December 2020 as a national code which could be suitable for all local authorities in England and was subsequently adopted as policy. Our Code of Conduct currently only complies with the requirements of the Localism Act 2011 and the Nolan Principles of Public Life. Members are also reminded that this Council has signed the Civility and Respect Pledge to uphold good working practices within the council in the belief that civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels. Normally we would simply adopt the District Councils Code of Conduct, however this is now placed within their Code of Corporate Governance, which is more appropriate to higher authorities. The first step is to update the Code of Conduct, and then look to put all Policies and Procedures under one banner which would be deemed to be our Local Code of Governance. Members are asked therefore in accordance with other Town and Parish Council in the United Kingdom, to now sign up to the new Code of Conduct. Members are asked therefore if they wish to **SIGN** up to the new Code, as attached at **Appendix 4**.

## 11. AERO LEGENDS AIR SHOW

The Parish Council have been advised by EFDC Corporate Communications Manager that Aerolegends (The

Squadron) are planning an air show on Sunday 27<sup>th</sup> August and Monday 28<sup>th</sup> August.

Epping Forest District Council have given their approval of the event, subject to contract, and subject to satisfying the requirements of the Safety Advisory Group (SAG). The SAG is made up of reps from Essex Police, Essex Fire & Rescue, Essex Highways, East of England Ambulance Service and EFDC.

We have been advised that traffic issues such as the traffic management plan are high on the agenda. We understand that further updates will be given over the next few months. Members are therefore asked to **NOTE** this information.

## **12. NORTH WEALD 30 MPH GATEWAY SIGN**

Members are advised that the 30MPH Gateway Sign has now been installed at the top of Church Lane, North Weald. The Parish Council will continue to put pressure on Essex County Council to install the Gateway Sign with speed restriction indicator signage in Hastingwood Road.

## **13. CAR BOOT SALES - THORNWOOD**

Members are advised that the clerk was contacted regarding Car Boot Sales to be held on premises in Duck Lane, Thornwood Common. The Clerk has contacted EFDC Planning who have advised the following:

*A car boot sale can be held under Class B of Part 4 of Schedule 2 of the GPDO, which reads:*

*Class B - temporary use of land*

*Permitted development*

*B. The use of any land for any purpose for not more than 28 days in total in any calendar year, of which not more than 14 days in total may be for the purposes of-*

*(a) the holding of a market;*

*(b) motor car and motorcycle racing including trials of speed, and practising for these activities, and the provision on the land of any moveable structure for the purposes of the permitted use.*

*Development not permitted*

*B.1 Development is not permitted by Class B if-[OMITTED(a). . . . .]*

*(b) the land in question is a building or is within the curtilage of a building and the use of the land is for a caravan site;*

*(d) the land is, or is within, a site of special scientific interest and the use of the land is for-*

*(i) motor car and motorcycle racing including trials of speed or other motor sports, and practising for these activities;*

*(ii) clay pigeon shooting; or*

*(iii) any war game, or*

*(e) the use of the land is for the display of an advertisement.*

It is also understood that the District/ County Councillor for the area will be taking up the matter in relation to possible parking and traffic problems. Members are asked to **NOTE** the above.

## **14. RE-SITING OF DEFIBRILATOR**

Members will recall we have been trying to find a site along the high Road in North Weald to relocate the Defibrillator as we have been asked to move it from its current position at the Methodist Church. A new site has been offered by Chris Davis Homes. The Chairman will be having a meeting with the proprietor and a verbal report will be given at the meeting.

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## 15. MEETING WITH PEER GROUP – REQUEST FROM CLLR BEDFORD

The Clerk has received a request from Cllr Bedford for this item to be placed on the Agenda, and the Chairman of the Parish Council is agreement that it is placed on there. This is in relation to the top part of the Access Road by North Weald Village Hall and the severe deterioration of the road. The Parish Council owns 8 Parking Spaces and Cllr Bedford is concerned at the road safety for the users of those visiting Weald Common, especially with the new Parish Wood on Weald Common having been planted. Cllr Bedford would like to initiate a meeting between Peer Group, the Village Hall, other road users (official and non-official) and the Parish Council. He would like this to happen as soon as possible.

## 16. RIDE LONDON 2023

Members are reminded that details of Ride London can be accessed by typing in RideLondon2023 into your browser. This will give you information regarding timings etc.

## 17. FLY TIPPING AT THE CEMETERY

Members are advised that fly tipping has been continuing at the Parish Council Cemetery. Despite putting new locks on the bins it continued to occur. In order to combat this the Clerk met with EFDC Safer Communities Officer on site, and EFDC has agreed to loan the Parish Council a CCTV camera for a three month period. However it does mean that we will be looking to place CCTV at the cemetery in the future. The Clerk is currently obtaining costings for this.

## 18. QUESTION FROM ANNUAL PARISH ASSEMBLY

### - Village Field at Thornwood – Question from Local Resident

**Village Field: The Village Field was given to Thornwood in the 1861 Enclosure Commission Confirmation, ‘for Exercise and recreation for the inhabitants’ by Commissioner Chapman. It did not account for Metal Detecting or Dog Fouling. Is the Field now protected with a modern Public Space Protection Order? If not, can the Parish Council apply for one?**

The Clerk has downloaded a copy of the lengthy Local Government Public Space Protection Order. The problems within that order are that everything needs to be enforced. The Parish Council has no facilities to enforce dog fouling on land it owns or metal detecting on land it owns. As a bare minimum if Councillors wanted to act in this capacity on behalf of the council and enforce this then we would need to contact the Parish Councils Insurance Company to see if they could act in this capacity, however it would be quite likely that this would increase the councils insurance liability. A copy of this document is available for any councillor who wishes to have it.

## 19. NEIGHBOURHOOD WATCH IN NORTH WEALD

Members are advised that the Clerk was contacted by a Member of the Thornwood Neighbourhood Watch who enquired about what was happening regarding North Weald Neighbourhood Watch. The Clerk advised that Neighbourhood Watch is run by local residents and not the Parish Council. She was advised that the two local residents who had run it had either moved away or were no longer able to undertake running it. The Clerk further advised that she would talk to PC Andy Cook, who has confirmed that it is down to local people to organise, and it is not something that the Parish Council would be involved in. The Clerk will see if she can get any further advice at the next Coffee with Cops, such as any posters etc that may be available, where local residents could be sign posted to go to get further information if they were interested. PC Andy Cook did advise that local Neighbourhood Watch Schemes only work if you get enthusiastic local Co-ordinators.

## 20. EV CHARGING POINTS

The Parish Council has been consulting with EFDC regarding the Parish Council providing EV Charging Points. One site that was suggested was the Parish Hall at Thornwood. The Clerk had advised that the Hall

is normally accessed via locked gates unless there is a hiring and the problems that this would cause with regard to access. The Clerk has received an email and it does now seem that this would be quite a problem to overcome, so at the current time this does not seem as if it would go forward. There are new sites in Ongar at Benson's Lane Car Park and other sites can be viewed via the public EV charging sites map [www.zap-map.com](http://www.zap-map.com)

## **21. EPPING FOREST DISTRICT COUNCIL EMERGENCY PLANNING LIVE REST CENTRE EXERCISE - EXPRESSION OF INTEREST – VOLUNTEERS**

The Clerk had been contacted by an Officer at EFDC regarding a live Emergency Planning exercise which will take place in June 2023 – Date to be confirmed and will be held between 10:00hrs – 16:hrs. We are still awaiting details of this event. As soon as we are notified the Clerk will advise Members.

## **22. COMMITTEE CHANGE OF NAME**

Members are asked to **CONSIDER** the Change of Name of one of the Parish Councils Standing Committees from the Environmental Committee to the Open Spaces Committee, as this is more relative to the matters discussed on the Agenda for that Committee. If Members agree, then this will take place at the May meeting.

## **23. HATE CRIME**

Members are asked to **NOTE** that the Clerk was invited to take part in the Essex Police Hate Crime Seminar, a 2 hour session which involved all aspects of hate crime and Safeguarding Issues. A Certificate and the subsequent ability for the 'Use of the Logo' has now been issued which means that the Parish Council can now sign post residents to various organisations who will assist in reporting and assisting in matters such as: Hate Crime, Racism, Bullying, Hate Against Disability, Gender Orientation, Transgender, Ageism, Religion, etc.

The Clerks certification has enabled her to be a Hate Crime Ambassador, which means that the Parish Council will hold a book of information where people can contact the Parish Council if feel they are a target of any of the above and can be signposted to the various services. A Poster advising of this will be placed on the Parish Council Website and on our Noticeboards.

## **24. 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
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