



# Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,  
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Sally Crone  
Responsible Financial Officer: Mr Greville Norman

## Minutes of the Extraordinary Meeting of the Parish Council held at The Village Hall at 8pm on Thursday 17th March, 2011

**Councillors Present:** Cllrs Jones (Chair), Gooch, Purkiss, Sowerby, Berry, Vincent, Wood and Howard.

**Apologies:** Councillors Hannibal and Philip. Greville Norman (RFO)

**Officers Present:** Sally Crone (Parish Clerk)

### **147. Apologies for Absence**

Councillors Hannibal and Philip.

### **148. Declarations of Interest (existence and nature) with regard to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (S.I.2007/1159) (The Revised Code)**

Councillor Vincent explained that he had already been appointed as a Parish Council nominated Trustee of Theydon Bois Community and Youth Trust (TBCAYT). He declared a personal interest in Agenda Item 5 by virtue of this Trusteeship. Councillor Vincent also determined his interest to be prejudicial and left the room and took no part in the voting on this matter. Councillor Hammond explained that whilst he had been nominated by the Parish Council he had not as yet signed the Declaration to become Parish Council nominated Trustee of TBCAYT.

Councillor Hammond declared a personal interest in Agenda Item 5 which he determined not to be prejudicial on the basis of advice he had presently received from the Monitoring Officer. Councillor Hammond reported that he had been advised that no prejudicial interest arises as a result of his daughter's role within the Board of Trustees and Board of Management of TBCAYT given that TBCAYT is a charity. Councillor Hammond also reported however that he presently awaited further advice on the matter of his ability to participate in and vote on Council decisions relating to leasing matters and financing issues in relation to TBCAYT and that outcome was awaited once the Monitoring Officer had reviewed TBCAYT's constitution. Councillor Hammond therefore stated that until advised to the contrary by the Monitoring Officer that he intended to stay in the meeting and to vote on any proposal under Agenda Item 5.

### **149. Public Participation session with regard to items on the Agenda**

No points were raised by the one member of the public who was present at this Meeting.

**150. To discuss and approve the Minutes of the Parish Council Meeting held on 24<sup>th</sup> February, 2011**

The draft Minutes of the Parish Council meeting held on 24<sup>th</sup> February, 2011 were approved and signed by the Chair.

**151. Community Centre**

151.1 Councillor Jones reported that the Clerk had circulated recent correspondence between the Council and Theydon Bois Community and Youth Trust. This was noted. The correspondence comprised a letter from the Council to TBCAYT dated 4<sup>th</sup> March seeking clarification of certain points together with TBCAYT's reply of 9<sup>th</sup> March and the Clerk's email to all Councillors dated 15<sup>th</sup> March. Councillor Vincent had reported prior to the Meeting that the Health and Safety/Risk Assessments on the new building had been satisfactorily completed and that the Fire Officer had inspected the building with no problems arising. Several Councillors raised concerns that the building had evidently been used for events prior to the Tenancy at Will being completed. The Clerk reiterated that any use of the building prior to the Tenancy at Will being signed and completed had not been authorised by the Council and had been entirely at TBCAYT's own risk. Concerns were expressed as to the position the Council had been placed in as a result. Concern was also expressed that the Council had not been kept informed by TBCAYT about proposals for the opening date of the Centre and that this lack of communication which had been embarrassing for the Council. A set of the new keys for the building were handed over to the Clerk.

151.2 **Resolution:**

**To approve the grant of a Tenancy at Will (in the form attached) by the Council to Theydon Bois Community and Youth Trust relating to The Theydon Bois Community and Youth Centre and further to authorise the execution and completion of the said Tenancy at Will to the Theydon Bois Community and Youth Trust**

**Proposed by: Councillor Wood  
Seconded by: Councillor Gooch  
Carried unanimously**

**152. Any other urgent business for report (without decision)**

Please note that no decisions can be lawfully made under this item. The Local Government Act 1972 section 12 10 (2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for decision.

152.1 The Clerk had reported that Epping Forest District Council had been in contact following concerns raised by a user group of the Scout Hut about the security lighting at the new building. Councillor Hammond reported that the existing external lights had in fact been utilised to save costs and had proved to be helpful from a security point of view. Councillor Gooch had in fact previously raised concerns about the brightness of the external lighting and Councillor Vincent had reported that he had met with the electrician to discuss possible options to modify the lighting and that a proposal with costings was presently awaited.

152.2 Councillor Purkiss reported that there is a projected surplus in the Allotments Budget within the Highways and Environment Committee Budget mainly due to the

fact that the proposal for CCTV upgrade to cover the Allotments entrance to Red Oaks Mead, the Community Building and environs has not yet been progressed pending receipt of costings and the agreement of the other interested parties. Councillor Purkiss proposed that this surplus should be carried forward to use next year for the overall CCTV upgrade and the proposed camera at the Allotments in particular. The RFO had previously advised that in principle this would be acceptable provided that the Council resolved to designate the funds to the proposed CCTV project – based budget. The matter was noted and it was agreed that the matter should go forward as an Agenda item at the next Parish Council Meeting for consideration.

**153. Public Participation session – Open forum for members of the public to voice their views or make suggestions on any other Council Business or matters of local importance.**

- 153.1 A member of the public enquired when the Community Centre would be officially opened and whether there would be a 'launch' event by the Council. Councillor Hammond reported that TBCAYT were looking into the possibility of a launch/fundraising event to coincide with the Theydon Bois Open Gardens Event on 26th June which is being organised by Theydon Youth again this year. It was agreed that the Council would also request the Community Liaison Committee to look at an official 'hand-over' event to celebrate the Council's involvement in the project.

Sally Crone  
Clerk to the Council

21.3.2011

Cllr Sue Jones  
Chairman

31.3.2011