



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

Meeting of the Parish Council held at The Village Hall at 8pm on Thursday 27th January, 2011

Councillors Present: Cllrs Philip (Vice-Chair), Gooch, Purkiss, Sowerby, Berry, Vincent, Wood and Howard. Councillor Jones and Councillor Hannibal had given apologies and arrived late.

Apologies: Councillor Hammond

Officers Present: Sally Crone (Parish Clerk), Greville Norman (Responsible Financial Officer)

118. Apologies for Absence

Councillor Hammond.

Councillor Hannibal and Jones had given prior apologies for late arrival. Councillor Philip as Vice-Chair of the Council would therefore chair the meeting in the absence of Councillor Jones.

119. 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)

None.

120. Public Participation session with regard to items on the Agenda

Nothing to report.

121. Correspondence- Clerks Report

The Clerk explained that a full copy of her report had been circulated to all Councillors and was available from the Parish Office for any resident who may be interested. A full copy of the report is attached to these minutes. The Clerk drew attention to the following items from her report using the same numbering as quoted in her report:-

- 121.1 Letter from Essex County Council with timetable for the Mobile Library Service from 4th January 2011. These times are unchanged from 2010. This means it will visit Theydon Bois Village Hall on alternate Wednesdays from 9.20am until 10.20am starting on 12th January so it will be visiting on 9th and 23rd February and same dates in March. It will also visit the hall car park on alternate

Thursdays from 13.45pm until 15.45pm starting on 13th January so it will be visiting on 10th and 24th February and 10th and 24th March. It also visits Robert Daniels Court on alternate Thursdays from 15.50pm until 16.20pm.

121.2 Letter from the Council to Ms Debbie Bodhanya, Executive Director at The Limes Medical Centre regarding the Branch Surgery dated 11th January 2011 and with email in response confirming that action points from the meeting attended by Councillors Jones and Howard are under way and that the Council will be informed in writing as to the outcome. This matter is the subject of a later Agenda Item.

121.3 Email from Essex County Council dated 12th January advising that ECC has been informed by the Department of Education that, following the enactment of the Academies Act 2010, and Academy Order has been issued in respect of Davenant Foundation School. Once a funding agreement is signed between the Secretary of State and the Academy Trust who will run the Academy the conversion process will have been completed. However ECC has yet to be advised as to this date.

121.4 Letter from Essex County council dated 18th January with Public Notice concerning the introduction of 30mph and 40mph speed limits on certain lengths of Debden Lane and Loughton Lane. Anyone who wishes to object to the proposed order should send grounds for their objection to West Area Highways Office by 18th February. This matter will be reviewed by the Highways and Environment Committee at their next meeting.

121.5 Letter dated 18th January from Mrs Dodman and Mr Emmett regarding minute item 99 of the minutes of the Parish Council Meeting held on 25th November. Mrs Dodman and Mr Emmett set out their comments and observations as to the accuracy of Councillor Phillips comments and explaining that they have requested the opinion of the Audit Commission into the matter of the Haydn & Wright Estimate which was dismissed by the Parish Council in any event. I have received a specific demand from Mrs Dodman and Mr Emmett that this letter is read out in full at this meeting as they feel that they were misrepresented at the November Meeting. The Clerk then proceeded to read the letter verbatim.

122. To discuss and approve the Minutes of the Parish Council Meeting held on 16th December, 2010

Councillor Philip pointed out a minor amendment to the draft minutes at 113.3 where the word 'approximately' had been inserted before the figure of £550. Also at 117 a paragraph had been inserted as previously circulated in connection with Staff Matters. Councillor Sowerby proposed an amendment to Minute 113.2 where the word 'Children' is replaced by the word 'Students' and the words 'children from' to be inserted before the words 'Theydon Bois Primary School'. Those amendments having been noted and agreed, the draft minutes of the Parish Council Meeting held on 16th December 2010 were approved and signed by the Vice-Chairman.

123. Community Centre

123.1 Councillor Vincent reported that the refurbishment of the interior of the building was virtually complete save for the cooker which was to be delivered. The exterior had been painted by volunteers. The Board of Trustees of the new charity were due to meet during the weekend of 29th/30th January.

123.2 Councillor Vincent reported that there were six interested tenants so far with

Theydon Youth keen to use the building one night a week on a Friday evening. Interest had been expressed by ECC Adult Education in hiring the building to run Computer training sessions for Adult learners.

123.3 Councillor Vincent also reported that there had been some instances of anti-social behaviour and so the charity would be looking to fence the site and it was intended to apply for grants to finance the cost of this.

123.4 Councillor Philip asked the Clerk provide an update on the formation of the new Community Charity to be known as Theydon Bois Community and Youth Trust (TBCAYT). The Clerk confirmed as follows:

123.4.1 That the F&GP Committee had met on 19th January and reviewed the latest draft of the Articles of Association (draft 3) for the constitution of TBCAYT. These had been approved and subject to the final approval of the proposed Board of Trustees for TBCAYT the Council's Solicitors would be in a position to proceed with the online incorporation of TBCAYT at Companies House. Once the articles had been approved revised charity application would be sent by the Solicitors for approval whereupon they would be able to submit the application to the Charity Commission. The former would take approximately 48 hours and the latter 2-3 months although a request would be made to the Charities Commission to expedite the application.

123.4.2 That the F&GP Committee had also discussed and agreed upon the proposed lease terms to be offered to TBCAYT. Letter had been drafted and would now be sent to TBCAYT for approval. Once they had confirmed that they were happy with the terms then the Council would instruct its Solicitor to draw up the Lease.

123.5 Councillor Philip explained that given the likely timing the Council may need to consider a scenario where the refurbishment of the building is complete but the Lease with TBCAYT has not yet been signed.

Agreed: That the Council will allow Theydon Youth to hire the building for its own activities until such time as the lease with TBCAYT is signed and the building and the hiring arrangements will then become the responsibility of TBCAYT. The Hire Charge will be the same as Theydon Youth presently pays for the hire of St Mary's Church Hall. This consent is subject to the Council being satisfied as to appropriate insurance cover (including contents cover) and to all necessary health and safety requirements being met.

123.6 Councillor Philip asked the Clerk to provide update on the application to Essex Environment Trust for grant funding towards fencing the site. The Clerk explained that Councillor Hammond had prepared draft application which she had also worked on and the final application had been circulated to all Councillors. The bid had been time-consuming and a good deal of work had gone into finalising it. The supporting papers included a copy of the Council's approved business plan for the project. The deadline for submission of applications was 29th January.

Agreed: That the Council should submit Application to Essex Environment Trust as drafted and within the deadline for submission of 29th January.

124. Finance and General Purposes Committee

124.1 The RFO reported that the Minutes of the F&GP Meeting held on 1st and draft

unapproved Minutes of the F&GP Meeting held on 19th January had been circulated to all Councillors. The Management Accounts as at 31st December, 2010 and the draft budget for 2011/12 had been presented to and recommended for approval by the Finance and General Purposes Committee at those Meetings. The Management Accounts show a projected surplus of approximately £4000 for the current year. During the current year donations had been made to Playground at Theydon and St Mary's Church for maintenance of the Churchyard. Further donations had been agreed for the benefit of Theydon Bois Primary School, St Clare's Hospice and Essex Air Ambulance. It was also intended to make a donation during 2011/12 to the local Citizen's Advice Bureau. The RFO explained that he had provided report to the F&GP Committee and which had been circulated to all Councillors on the effectiveness of the Council's Internal Audit and the F&GP Committee had recommended that Louise Fuller be re-appointed as the Council's Internal Auditor.

Resolution:

That this Council resolves to agree the draft Budget for 2011/2012 recommended by the Finance and General Purposes Committee as presented and to set the Precept for 2011/2012 at £103,280

Proposed by: Councillor Vincent
Seconded by: Councillor Wood

Carried unanimously

124.2 **Resolution:**

That this Council resolves to re-appoint Louise Fuller as the Council's Internal Auditor for 2011/12

Proposed by: Councillor Gooch
Seconded by: Councillor Berry

Carried unanimously

124.3 The list of payments made since the last Parish Council Meeting having been circulated to all Councillors prior to the Meeting same were approved and the Vice-Chair signed same on behalf of the Council. The RFO did point out that since had had produced this list an account from Essential Security Systems for CCTV in the sum of £950 had been received and would appear on the next list of payments.

125. Highways and Environment Committee

125.1 Councillor Purkiss reported that work has now commenced on the new footpath leading from the village centre along the Abridge Road to the Cemetery. Councillor Purkiss also reported that there had been ongoing discussions with City of London for the past eighteen months in a bid to resolve the problem with flooding at the bottom of the Avenue of Trees. It had been agreed that a concrete headwall/culvert would be constructed but for some inexplicable reason City of London operatives had recently placed a man-hole cover on the site in error. City had acknowledged the issue and had confirmed that they would now progress the installation of the culvert.

125.2 Councillor Vincent reported that the latest Traffic Regulation Order still remained

outstanding despite previous assurances from Essex County Council. Councillor Purkiss reported that he understood that the Highways department at Essex CC are presently being reorganised and broken up into various divisions.

- 125.3 Councillor Vincent also reported that following the appointment of Essential Security certain upgrading work had been carried out and the monitor had been relocated. The Council had received several enquiries from the Police for CCTV downloads in recent months and none of the recordings had been of sufficient quality to assist with any of the investigations. A new camera is presently on trial in the village centre in a new location at the Bull P.H and depending upon the outcome of that the aim is to centralise the system with one set of recording equipment.

126. Community Liaison Committee

- 126.1 Councillor Sowerby reported as attached.

- 126.2 Councillor Berry reported that the Christmas Tree event had been successful despite the adverse weather conditions. The change of location of the staging seemed to work well and be well-received. On behalf of the Council Councillor Berry expressed her thanks to the following residents who had kindly volunteered their time and equipment to help make the event such a success:

Pat and Mary Gill, Gillian Jones, The Guides, Clare and Ivan Pollock, Marian Mellis, Rev. Sue Barclay and the children and staff from Theydon Bois Primary School. Thanks were also expressed to all villagers who turned out to enjoy the festivities despite the weather and who kindly made donations to the Epping Forest Citizens Advice Bureau Collection which had raised £460 for a good cause.

127. The Limes Branch Surgery Update

- 127.1 Councillor Howard reported that the Council had now received a reply from West Essex PCT regarding its question about the Private Finance Scheme for the new St Margaret's Hospital. The PCT had now confirmed that the current annual unitary charge for the PFI is £1,805,000 plus VAT and that the contract is for a period of 30 years. The VAT on the unitary charge is reclaimable from the HM Revenue and Customs (HMRC). Councillor Howard advised that this would equate to a cost of approximately £54 million over the 30 year term for the new hospital as against a capital outlay of approximately £10 million.
- 127.2 Councillor Howard also reported that he and Councillor Jones had attended a useful meeting with Debbie Bodhanya, Chief Executive of The Limes Medical Centre to discuss residents concerns about the opening hours of the Branch Surgery in Thrifts Mead. Following the meeting the Council had written to Mrs Bodhanya confirming the agreed action points and a response is awaited. Mrs Bodhanya had agreed to provide an article for the next edition of Village News regarding the Branch Surgery and with information for residents.

128. Planning Committee

- 128.1 Councillor Gooch reported that since the last Parish Council Meeting with Public Participation held on 25th November the Planning Committee had reviewed thirteen applications and of these the Committee had objected to two of the applications.
- 128.2 Councillor Gooch reported that EFDC had refused planning permission for the

proposed commuter car park at Blunts Farm but that there may be an appeal by the applicant. The relevant Planning Officer had however put forward very robust arguments in refusing the application which was encouraging. The Council had made representations in respect of the appeals against planning consent concerning a property in Forest Drive. The outcome of these appeals is presently awaited. The Council has also written to EFDC seeking clarification about the collapse of the Court proceedings concerning the Enforcement Notices concerning the unlawful activity on the Old Foresters Site and response is presently awaited.

129. VDS Project - Update

Councillor Jones reported that in May 2007 a group was formed – Theydon Bois Village Design Statement Association which was made up of interested villagers including members of the Parish Council and Theydon Bois & District Rural Preservation Society. The group is chaired by John Eaton. The Association is in the final stages of producing the draft document with a view to submitting it to EFDC for approval. It is anticipated that the document will also be made available to residents online for any final comments in April and that this will be advertised in the next edition of Village News.

130. Cemetery Committee

Councillor Purkiss reported that the Council's Cemetery Gardener, Mr Greiner and his team were continuing to do an excellent job and thanks were expressed to Mr Greiner and also to the volunteers and Councillors who had recently helped with bulb planting at the Cemetery. Thanks were also expressed to the Horticultural Society which had recently donation monies towards a new bench for the Cemetery which had now been installed.

131. Reports from Representatives

Nothing to report.

132. 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.

Nothing to report.

133. Public Participation session – Open Forum for members of the public to voice their view or make suggestions on any other Council Business or matters of local importance

133.1 A resident enquired about the lack of available parking at the Thrifts Mead Branch Surgery and queried the ownership of the cars parked in this car park. Councillor Howard reported that he believed that the car park in fact belongs to Robert Daniels Court and that the cars probably belong to residents of the sheltered housing complex at Robert Daniels Court who increasingly are car owners. The Council was requested to ascertain information as to the original agreed parking arrangements between the Surgery and Robert Daniels and Councillor Howard agreed to make enquiries about this.

133.2 A resident expressed concern about the degree of compliance with the Enforcement Notices at Blunts Farm and warned that he anticipated that the matter would be

referred to EFDC's District Development Control Committee in the near future with a recommendation that the Enforcement Notices should now be acknowledged as having been complied with. He was most concerned that EFDC would now confirm compliance and stated that he regularly walks the site and that the land had not been reinstated to its original form. Piles of hardcore and top soil are evident, having not having been spread as required in various locations. Much of the public footpath remains impassable and the Garnish Hall Brook and field ditches are blocked in various places. The resident stated that he looked to the Parish Council to make a robust rebuttal as to any recommendation as to compliance and urged Councillors to inspect the site. Councillor Gooch reported that he was aware that the site is subject to regular and ongoing review by Senior Planning Officers at EFDC and that regular visits are being made to the site to assess compliance with the Enforcement Notices. Clearly the site cannot be reinstated to its original state and condition and there are problems with vegetation not growing on the land. The Council will review the matter, liaise with EFDC and come to a final view. Councillor Philip confirmed that he had not seen any EFDC District Development Control Agenda with this matter referred to and that he had walked the site and could assure the resident that members of the Committee would have no intention of 'nodding' the matter through without due diligence.

- 133.3 Mrs Dodman thanked the Clerk for reading her letter out during her Clerk's Report and enquired whether having heard the contents of that letter members of the Council now considered that she had been misrepresented during the Meeting held on 25th November. Councillor Philip responded in the negative and closed the meeting at 9.35pm.

Sally Crone
Clerk to the Council

16.2.2011

Cllr Sue Jones
Chairman

16.2.2011

Parish Council Meeting 27th January, 2011 - Agenda Item 4 (Appendix 1)

Clerks Report

I would like to report the following items of correspondence which are available in a folder on the desk to the rear of the hall for anyone who wishes to read them after the meeting:

1. Minutes of the Finance and General Purposes Committee Meeting held on Wednesday 1st December, 2010 (attached).
2. Draft Minutes of the Finance and General Purposes Committee Meeting held on Wednesday 1st December, 2010 (to follow).
3. Draft Minutes of the Highways and Environment Committee Meeting held on Wednesday 8th December, 2010 (to follow).
4. Draft Minutes of the Community Liaison Committee Meeting held on 18th November, 2010 (to follow).
5. Letter from Essex County Council with timetable for the Mobile Library Service from 4th January 2011. These times are unchanged from 2010. This means it will visit Theydon Bois Village Hall on alternate Wednesdays from 9.20am until 10.20am starting on 12th January so it will be visiting on 9th and 23rd February and same dates in March. It will also visit the hall car park on alternate Thursdays from 13.45pm until 15.45pm starting on 13th January so it will be visiting on 10th and 24th February and 10th and 24th March. It also visits Robert Daniels Court on alternate Thursdays from 15.50pm until 16.20pm.
6. Letter from the Council to Ms Debbie Bodhanya, Executive Director at The Limes Medical Centre regarding the Branch Surgery dated 11th January 2011 and with email in response confirming that action points from the meeting attended by Councillors Jones and Howard are under way and that the Council will be informed in writing as to the outcome. This matter is the subject of a later Agenda Item.
7. Letter from Essex County Council dated 13th December, 2010 with details of the Essex Transport Strategy Consultation which runs until 11th February 2011. Poster is on the noticeboard. Consultation is primarily being carried out online.
8. One Epping Forest is running a Stakeholder Conference on 4th February at Epping Forest College with talk to be given by Eric Pickles MP, Secretary of State for Communities and Local Government. The Council has been invited. Places are booked for Councillors Vincent, Howard, Wood and the Clerk.
9. Letter to NHS West Essex PCT dated 6th January with question posed by Councillor Howard regarding PFI costs for St Margarets Hospital together with their reply in which they state that the annual unitary charge for the PFI is £1,805,000 plus vat and the contract is for 30 years.
10. Letter dated 20th December to EFDC Corporate Support Services confirming the details of the Council's Charity Collection for the CAB. This is a requirement of the Street Collection Licence.

11. Summary of the Localism Bill from Essex Association of Local Councils dated 13th December 2010.
12. Correspondence with Essex County Council with regard to their Salt Bin Pilot Scheme. This is the subject of a later Agenda Item.
13. Reminder from Essex Watch regarding Neighbourhood Day on Saturday 5th march. Talks on Neighbourhood Watch and advice from Essex Police and Fire and Rescue available on the day. Entry free. To be held at Epping Hall from 10am until 4pm.
14. Letter from Essex Association of Local Councils requesting feedback on CIF Scheme.
15. Email from Essex County Council dated 12th January advising that ECC has been informed by the Department of Education that, following the enactment of the Academies Act 2010, and Academy Order has been issued in respect of Davenant Foundation School. Once a funding agreement is signed between the Secretary of State and the Academy Trust who will run the Academy the conversion process will have been completed. However ECC has yet to be advised as to this date.
16. Notification of the details of the EALC Epping Forest Branch Meeting to be held on 9th February 2011. Agenda to follow upon receipt.
17. Request from Theydon Youth for Councillor Jones to provide reference for Theydon Youth in respect of a funding application they intend to make for a grant from Essex Community Foundation. This is for crockery, cutlery, soft-seating, tables and storage cupboard.
18. Letter from Essex County council dated 18th January with Public Notice concerning the introduction of 30mph and 40mph speed limits on certain lengths of Debden Lane and Loughton Lane. Anyone who wishes to object to the proposed order should send grounds for their objection to West Area Highways Office by 18th February. This matter will be reviewed by the Highways and Environment Committee at their next meeting.
19. Letter dated 18th January from Mrs Dodman and Mr Emmett regarding minute item 99 of the minutes of the Parish Council Meeting held on 25th November. Mrs Dodman and Mr Emmett set out their comments and observations as to the accuracy of Councillor Phillips comments and explaining that they have requested the opinion of the Audit Commission into the matter of the Haydn & Wright Estimate which was dismissed by the Parish Council in any event. I have received a specific demand from Mrs Dodman and Mr Emmett that this letter is read out in full at this meeting as they feel that they were misrepresented at the November Meeting.

Sally Crone
Parish Clerk
Theydon Bois Parish Council
26.1.2011