



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 Secretary: Mrs Margaret Lechley

Minutes of the Parish Council Meeting held at The Village Hall at 8pm on Thursday 24th November 2011

Councillors Present: Cllrs Jones (Chair), Philip, Berry, Gooch, Hammond, Hannibal, Howard, Purkiss, Sowerby, Vincent and Wood

Apologies: None

Officers Present: Sally Crone (Parish Clerk), Greville Norman (RFP) and Margaret Lechley (Minutes Secretary)

78. Apologies for Absence

None

79. 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 Hammond announced both a personal and prejudicial interest in item 10.2 of the agenda as his company had submitted an estimate for the fencing work.

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

A resident enquired as to the proposed location of the planned CCTV camera on the allotments and emphasised the need for placement on the Allotments side of the Oak tree to ensure best coverage of the Allotment site.

81. Correspondence – Clerk's 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 copy of the report is attached to these minutes.

82. To discuss and approve the Minutes of the Parish Council Meeting held on 29th September, 2011 and 27th October, 2011

These were not approved as they are currently being formalised. The Clerk apologised for the lateness of the preparation of these due to pressure of work in recent weeks.

83. Finance and General Purposes Committee

83.1 Councillor Philip reported that the Finance and General Purposes Committee had met the previous evening. The draft 2012/13 budget will be available for discussion at the next

Council Meeting, scheduled to take place on 8th December with approval required prior to the end of January. At this stage he felt that there will not be a need to raise the precept. The Committee had also discussed the following:

- Under Grants and Donations Councillor Philip reported that there were sufficient funds to make donations to both the Citizens Advice Bureau and St Clare's Hospice.
- The Committee recommends the re-appointment of the Council's Internal Auditor, Louise Fuller
- Draft Memorandum of Understanding with the Village Association had been discussed and would go forward with recommendations for approval at the next Council Meeting to be held on 8th December

83.2 Councillor Philip reported that omissions and variances need to be submitted to the RFO for the draft 2012/13 budget. The formal approval of the budget will take place at the Parish Council meeting in January.

83.3 The RFO reported that there were two payments additional payments for noting and addition to the previously circulated list – namely payments to Branson Leisure (Cemetery Memorial Bench) and The Salvation Army (Donation for participation at the Christmas Market). The RFO also made a correction to the Zurich Insurance entry which should more correctly be referred to as additional premiums required due to the Council's participation in the ECC Winter Salt Bag Scheme.

Agreed: to approve the payments since the last meeting as previously circulated and as further amended as above.

84. Planning Committee

84.1 Councillor Gooch reported that since the Council meeting held on 29th September the Committee had reviewed seventeen planning applications. Councillor Gooch drew particular attention to the following:

- the application for the erection of 6 houses on Blunts Farm has now been withdrawn.
- the planning meeting in which the application for a new nursery had been discussed had attracted a large public presence. The Applicants had listened to the concerns voiced by the members of the public and temporarily withdrawn the application in order to consider these.

84.2 Councillor Gooch announced that the hearing for the Commuter Car Park Planning Appeal (ex) the Old Foresters site, Abridge Road had been cancelled and would now be a full public hearing at which barristers will be present for both parties.

Councillor Gooch also reported that he had, today, heard that the application for a foster care training centre also at the former Old Foresters Site will now go to Appeal. Submissions are required by 2nd January 2012.

85. Highways and Environment Committee

85.1 Councillor Purkiss reported that he is awaiting quotations for the proposed refurbishment works for Orchard Drive and Green Glade. The work to the kerbing on the corner of Thrifts Mead has been carried out.

Councillor Purkiss went on to report on the recent Allotments meeting. It had been previously decided by the Highways and Environment Committee that there will be no

increase to the annual charge for an allotment upon renewal next April. Although the meeting had been well attended there had been no interest in a "Best Allotment" competition.

Councillor Purkiss said that a letter had been sent to the City of London regarding various proposals put forward by the Committee to commemorate the forthcoming Queen's Diamond Jubilee with a Village Green 'project'. A reply had been received rejecting the Council's proposals for the reinstatement of the historic cattle trough, reclamation and planting of the area of 'scrub' in Loughton Lane, adjacent to Frank Foster and for any seating around commemorative trees (due to perceived concerns about vandalism on the part of City of London). City would however be content for commemorative trees to be planted, but with no bench allowed and provided same did not interfere with the area used for the annual Donkey Derby event. City would also consider the suggestion of some planting around the pond with refurbishment of the footbridge in that area.

Councillor Purkiss reported that Royal Mail are no longer leaving parcels for collection at Theydon Bois Post Office so residents now have to go to Epping to collect should they have missed the initial delivery.

It was agreed that the Parish Council will ask Royal Mail for an explanation and seek a reversal of their decision. If this is denied, then a formal objection will be submitted.

On Health and Safety matters Councillor Purkiss reported that should the Council wish to proceed with such a proposal that the Village Association had consented to the installation of a storage container on their land to the rear of the Village Hall Car Park. This will go on the agenda for discussion at the Council meeting in December.

Councillor Jones expressed her thanks to Councillor Purkiss and his Working Party comprising Councillors Vincent, Hammond, Hannibal and Gooch for the work they had recently undertaken in cutting back various unkempt areas within the village including the overgrown area on the corner of Loughton Lane which was much improved as a result.

86. Community Liaison Committee

- 86.1 Councillor Sowerby reported that at the Community Liaison Committee had met last week during which the Christmas event and budgets were amongst the items discussed.
- 86.2 Theydon Seniors event - 25th November. Between thirty and forty guests are expected.
- 86.3 Christmas Market event - 1st December. The public notices will go up tomorrow concerning the temporary road closure. Councillor Berry reported that from 4.30pm onwards on the evening of the event she will be present to oversee the clearing of cars parked in Forest Drive, erection of barriers etc.

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- 86.4 Councillor Jones reported that a provisional proposal for a Village Day to commemorate the Queen's Diamond Jubilee was being explored by a team of volunteers. The event, led by a team headed by former Councillor John Eaton, would take place on Bank Holiday Monday in June 2012 probably in the grounds of the Primary school. With regard to financing the event the provisional cost is £2,500 and it is hoped that this will ideally be covered by donations, but the organisers are seeking a commitment from the Council to underwrite this sum. Councillor Howard said that it would be helpful to receive a breakdown of this figure. The Clerk advised that information had been received to include the cost of the provision of live music for the event

Resolved:

That the Parish Council underwrite the proposed Queen's Diamond Jubilee Village Day, subject to budget, up to a maximum of £2,500.

**Proposed by: Councillor Hammond
Seconded by: Councillor Vincent**

Carried unanimously.

- 86.5 Councillor Hammond and Councillor Purkiss announced their disappointment at seeing the resignation letter from Jim Watts, the Web-Editor and Councillor Purkiss read an extract from it the letter having been previously circulated to all Councillors. Councillor Sowerby reported that the idea to have a stand alone Parish website with a link to the Village website had been discussed for some time. One of the reasons being the sheer quantity of Parish Council information.

Councillor Jones reported that she had met with the Web-Editor that morning with the Clerk present and that this had been a very helpful and constructive meeting.

It was agreed that the discussions about the Website should continue at a later date with the Web-Editor and a representative from Theydon News desk also present.

87. Community and Youth Centre

- 87.1 Councillor Jones reported that as agreed at the Council Meeting held in October she had attended a meeting with Councillors Hannibal and Gooch at the Offices of the Council's Solicitor to discuss the proposed option for ownership involving the Buxton Trust. The Clerk had also been present at the meeting. Having discussed this item it was agreed that a debrief of councillors only, will take place in December at which a decision should be reached as to whether there are any further specific points upon which further legal advice is needed.
- 87.2 Prior to the decision on the approval of revised fencing for the Community and Youth Centre Councillor Hammond, having earlier declared a personal and prejudicial interest, left the room. The Clerk reported that three quotes had been received from the following companies: - BPH Fencing, Village Fencing and Fredereck Sage and she summarised these for the benefit of Council members. All these quotations had however previously been circulated to all Councillors.

The Clerk reported that she had received an e-mail from the Chair of Theydon Bois Pre-school offering a donation of £2,200 towards the work. Theydon Bois & District Rural Preservation Society had also promised a donation of up to £500 and Theydon Youth had previously promised £1,000. Further grants had been offered by the ECC Community Initiatives Fund (£5,000) and Essex Environment Trust (£3,980). This meant that the project would potentially be fully funded save for a small amount and it was agreed that the Council would meet the

shortfall. The Clerk also reported that ECC had agreed to the revised fencing proposal which was more expensive than the original project due to the change in the type of fencing and that the final approval of Essex Environment Trust was presently awaited.

Having discussed the quotations the following was agreed:

Resolved:

That subject to the final approval of Essex Environment Trust to the revised scheme that the Council accepts the Quotation of BPH Fencing dated 12th October and proceeds with the relevant work

Proposed by: Councillor Purkiss

Seconded by: Councillor Philip

Carried unanimously

It was also agreed that letters of thanks be written to the above-mentioned groups who have offered donations.

88. Cemetery Committee

89.1 Councillor Hammond reported that considerable maintenance and gardening work had been carried out at the Cemetery over the past year and he expressed his thanks to the Council's gardener for all his good work. Thanks were also owed to a volunteer resident who had spent many hours planting bulbs at the Cemetery. The hedge had now been cut and provision had been made for a space for the new Memorial Bench purchased by the Bray family in memory of Mr Ken Bray

89.2 Councillor Hammond went on to report that the Woodland Trust had agreed to sell a piece of land to the rear of the cemetery. The funding for this has been promised by a donor who wishes to remain anonymous.

89. Reports from Representatives

89.1 Councillor Howard reported that there are plans to amalgamate Barts and the London hospitals with Whipps Cross and Newham with a projected saving of £237 million and it remains to be seen what effect this will have on services at Whipps Cross.

He also reported that Princess Alexandra Hospital in Harlow was to save £39 million over three years, in this first year, with a saving of £17m and the proposal put forward is the loss of some 250 staff with the closure of up to 60 beds this year. This will have an impact on local residents.

Councillor Vincent mentioned that it is now possible to request prescriptions on-line from the Limes Branch Surgery and the system appeared to be working well. An article on this new facility will appear in the Village News.

90. Any other urgent business

Councillor Purkiss reported on a new aspect agreed by the Cemetery Committee whereby the rights to a grave plot can be extended upwards in stages of 10 years to a maximum of another 50 years.

91. 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

- 91.1 A resident commented on the electrical supply to the village and the fact that the village gets more than its fair share of power cuts. **It was agreed that the Council would take the matter up with UK Power Networks.**
- 91.2 A resident expressed his thanks to Councillor Purkiss for the amount of work carried out on local roads.
- 91.3 A resident reported on the problems with the sit-on lawn mower at the Cricket Club. Councillor Gooch said that the Cricket Club Committee are looking to replace the mower.

92. Following Agenda items will exclude Public and Press

92.1 Staff Matters - Minute Secretary

Councillor Jones welcomed Margaret Lechley as the new Minutes Secretary and Assistant to the Parish Clerk. Her salary has been included in next year's budget.

The Parish Clerk reported on the physical re-organisation of the Parish Office. Enquiries will be made about the cost of a storage container

92.2 Staff Matters – Employee Contracts

The staff contracts have been agreed.

- 92.3 The renewal of the village CCTV Maintenance Contract was discussed. The Clerk reported that the current Maintenance Contract with Essential Security Systems expires on 2nd December. Councillor Vincent reported that two estimates had been received for renewal (£495 from Essential Security Systems and £795 from Steven Security). Essential had subsequently been asked to confirm that all downloads would be included free of charge (as existing) and that other non- Police requests would be processed at a fee of £65 per download.

After discussion however it was agreed that it would not be cost effective to renew the Maintenance Contract before the implementation of the proposed upgrade to the CCTV system.

Councillor Vincent also reported that quotations (for budgeting purposes only) had also been obtained from Essential and Steven Security for an upgrade to the entire Village CCTV system (including the playground). These were discussed by the Finance and General Purposes Committee at their meeting yesterday evening and recommendation made that the cost of this be funded out of this year's budget. The indication as to the total cost is in the region of £15,000. The Clerk advised that given the likely cost of the project the Council would need to go to formal tender in accordance with Standing Orders. Councillor Hammond suggested and **it was agreed that Public Notices should therefore be displayed seeking 'Expressions of Interest' by 5th January 2012.** The Clerk also mentioned that it would be advisable to seek written agreement from the Brewery for the Bull concerning the placement of any Council owned CCTV equipment in those premises and that the insurance position would also need to be clarified. There will also be a need for a formal specification to be issued to all tenderers. Councillor Vincent confirmed that he was liaising with EFDC in relation to the preparation of a formal Specification which would then be put before the Highways and Environment Committee for approval.

In addition, the cost of the Buxton Trust CCTV (to include Buxton Trust/Cricket Club, Allotments, and Community/Youth Centre/Scout Hut areas) will be approximately £7,500 and there will be a need to meet further with all these groups to agree contributions.

Councillor Vincent also reported that CCTV posters need to go up showing where cameras are for compliance reasons.

Councillor Hammond said that a notice should be put on the Village notice board inviting tenders for the CCTV contract in 6 weeks time.

- 92.4. The date for the debriefing of councillors was set at Thursday 15th December and the next Parish Council meeting will take place on Thursday 8th December at 8pm.

Margaret Lechley
Minutes Secretary to the Parish Council

Cllr Sue Jones
Chairman

Parish Council Meeting 24th November, 2011 Clerks Report

Agenda Item 4 Clerk's Correspondence

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. Letter to the British Legion dated 9th November with the Council's donation of £100 re Poppy Wreath to be laid by the Chairman at the War Memorial. Email from Mr Berwin of the British Legion thanking the Council for its donation.
2. Letter from the Citizens Advice Bureau seeking Charity Support for the Epping District CAB.
3. Letter from EFDC confirming that the Olympic Torch relay comes to Epping Forest District on 7th July 2012
4. Letter from Veolia Water seeking views on their latest Drought Management Plan which is available from their website on www.veoliawater.co.uk/droughtplanconsultation. Consultation closes 16.1.2011
5. Letter from Essex County Council confirming that the ECC (Loughton Lane, Theydon Bois and Debden Lane Loughton) (Restricted Road and 40mph Speed Limit) Order 2011 has recently been made.
6. Email from City of London advising that their Draft Statement of Community Involvement is available to download from their website from 1st November. This document outlines the steps with the Epping Forest Conservators will take to engage with the local community when preparing plans which affect the future of the Forest. The Consultation expires on 9th December.
7. Essex County Council's 'Making the Links' for November and December
8. Email from One Epping Forest advising the Council that the date of their Annual Stakeholder Conference 2012 will take place at Epping Forest College on 17.2.2012.
9. Various Bulletins from EALC as follows:

The Localism Bill

Received Royal Assent on 15th November, and is now an Act of Parliament. You can read the Act on www.legislation.gov.uk. A "plain English" guide to the Localism Bill can be found at

<http://www.communities.gov.uk/documents/localgovernment/pdf/1923416.pdf>.

Community Infrastructure Levy

The full consultation document can be found at:

<http://www.communities.gov.uk/publications/planningandbuilding/cilreformconsultation>

The Government has asked for views by. 30th December

Essex Legacy 2012 Celebrations – “Celebrate your Fete”

Grants of up to £400 are available to help communities celebrate the 2012 Olympics and Torch Relay! See the attached document for more information, or go to www.essexlegacy.org/celebrations/celebrate-your-fete-in-2012/

Neighbourhood Planning

This consultation ends 5th January, 2012

10. Email from Donkey Derby Committee confirming that the proposed date of the 2012 Donkey Derby Event is 15th July 2012.

11. Email from Nick Baker, Senior Forest Keeper City of London in reply to the letter sent by the Highways and Environment Committee seeking views on proposals put forward to celebrate the Queens Diamond Jubilee.

12. Email from ECC concerning participation in the Winter Salt Bag Partnership