



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 Parish Council Meeting held at The Village Hall at 8.30pm on Thursday 28th April, 2011

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

Apologies: Councillors Hannibal, and Hammond

Officers Present: Sally Crone (Parish Clerk), Greville Norman (RFO)

169. Apologies for Absence

Councillors Hannibal and Hammond.

170. 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.

171. 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 full copy of the report is attached to these minutes.

172. To discuss and approve the Minutes of the Parish Council Meeting held on 31st March, 2011

The draft Minutes of the Parish Council meeting held on 31st March, 2011 were approved and signed by the Chair.

173. Standing Orders

173.1 Councillor Jones reported that Councillor Hannibal had undertaken considerable work on these and that she, Councillor Philip and the Clerk had, as agreed, met for a preliminary review of the revised draft Standing Orders (S/O's). Councillor Jones reminded Councillors that the Clerk had circulated the draft S/Os before the previous Parish Council Meeting and that all Councillors had had an opportunity to review them.

173.2 Councillor Jones reported that the Clerk had circulated information about the possible adoption of Paragraph 12 (2) of the Code of Conduct and the

implications of that.

Agreed: That in principle the Council is in agreement to proceed with the formal adoption of Paragraph 12 (2) of the Code of Conduct and that this will go forward as a proposal for adoption at the next Council Meeting to be held on 26th May.

- 173.3 Councillor Jones went through the draft S/Os page by page giving Councillors the opportunity to comment. The Clerk advised that if adopted the revised S/O's would provide members of the public with the opportunity to make representations on any item of business included in the Agenda at every Parish Council Meeting. In practice such a request was always complied with but the revised S/Os would make specific reference to this. At bi-monthly Parish Council Meetings members of the public would have the opportunity to make representations not only on any item of business included in the Agenda but also to voice their views or make suggestions on any other Council Business or matters of local importance.

Agreed: That in principle and subject to dealing with any typographical errors that the Council is in agreement to proceed with the revised Standing Orders as before the Council and that proposal to formally adopt these will go forward for consideration at the next Council Meeting to be held on 26th May.

174. Community Centre

- 174.1 The completion of the work by the Contractor and the handover of the building was noted.
- 174.2 Councillor Jones reported that following advice received from the Monitoring Officer at EFDC in relation to the rules on the declaration of personal and prejudicial interests by Councillors who are also Charity Trustees Councillor Vincent had resigned from the Theydon Bois Community and Youth Trust having been appointed as the initial Parish Council nominee. Councillor Hammond had indicated that he would now not be intending to take up his proposed appointment as the second Parish Council nominee trustee. Councillor Jones reported that under the Trust's constitution it is open to the Council to appoint non-Council members to the Board of Trustees or alternatively it may be possible for the Council to delay the appointment of its nominees until after the further decision in relation to the lease term has been decided.

Agreed: That the Clerk will seek further advice from Bates Wells Braithwaite Solicitors in relation to the Council's nominees to TBCAYT

- 174.3 Councillor Jones reported that Roy Newland, Chair of TBCAYT had contacted her to confirm that he would be writing to the Council with the Trust's further views on the Lease term within the next seven days.
- 174.4 Councillor Gooch reported that he had spoken to Mr Penman and that a 'test' replacement light had been installed for approval by the Council.

Agreed: That Councillors Gooch and Vincent will inspect the 'test' replacement light and ascertain whether it is suitable before any decision is made to proceed with replacement of all the lights

- 174.5 Councillor Philip reported that the Council had been awarded funding from Essex Environment Trust towards the provision of a secure play area at Theydon Bois

Community and Youth Centre. Councillor Philip reported that the Clerk had been asked to seek confirmation that any letting of the building would not trigger repayment of the grant as specified by paragraph 6.13 of the Deed.

Resolved: That the Council do enter into the deed with Essex Environment Trust in the form before the meeting (subject to satisfactory response in relation to the point raised in connection with paragraph 6.13 above), and to authorise Councillors Philip and Jones to execute the deed on behalf of the Council and to agree any minor amendments which may be necessary and to execute any supplementary deeds or documents required by the deed

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

- 174.6 Councillor Jones proposed that the Council consider the provision of a name board and/or additional Parish Council Board at the Community/Youth Centre site.

Agreed: That the proposed signage and additional Parish Council Notice board be first discussed with TBCAYT but that in principle and subject to the provision of costings the Council is keen to proceed with the installation of an additional Notice board in this location.

175. Finance and General Purposes Committee

- 175.1 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 Chair signed same on behalf of the Council.
- 175.2 The RFO circulated a proposed timetable for approval of the Council's Annual Accounts and Annual Return for the year ended 31st March 2011 and this was approved
- 175.3 The RFO reported that the Audit Commission have advised the Council that Jackie Bellard has been as appointed the External Auditor to the Council for the years 2010/11 and 2011/12. The Council has been selected this year for an intermediate audit which means that the Council will need to supply copies of bank statements and bank reconciliations and a copy of the Internal Auditors Report for the External Audit, all of which the RFO will attend to.
- 175.4 **Agreed: That the Council will continue its annual membership of Stop Stansted Expansion and will pay £10 annual subscription**

**Proposed by: Councillor Berry
Seconded by: Councillor Philip**

Carried unanimously

176. Planning Committee

- 176.1 Councillor Gooch reported that the Council had received a letter from Stephen Hayhurst of Hayhurst Town Planning Services in connection with the Renault Garage Site presently owned by Darlingtons. The letter states that the Company wishes to make a planning application to build a modest development of flats on the site and

before the site can be considered for housing, policy E4B of the Local Plan requires it to demonstrate to the District Council that there is no identified need for a community facility on the site. The District Council has therefore advised the Company that it should contact the Council to see if there is any such community need in this case.

Agreed: That having considered the matter the Council is of the opinion that there is no identified need for a community facility on this particular site. Whilst no opinion can be expressed as to the likelihood of success of any planning application for residential development on the site, should such an application be successful the Council feels that there is a clear case for a community gain with some contribution towards the following projects:

1. An extension of the existing Community and Youth Centre recently purchased by the Parish Council. The Council has recently completed a refurbishment of the building with the benefit of grant monies and donations from the Village Association but an extension to facilitate storage on site is sorely needed to enable the building to be used most efficiently.

2. An upgrade to the Village Wide CCTV System would be desirable.

177. Highways and Environment Committee

- 177.1 Councillor Purkiss reported that the Committee agreed to proceed with the proposal to replace the chain link fence to the boundary of the Allotments Site and Buxton Trust Playing Fields. The cost of the replacement fence is to be shared with the Buxton Trust and Councillor Purkiss has obtained an estimate from BHP Fencing for £298 plus a further approximately £100 should replacement concrete posts be required as the work proceeds.
- 177.2 Councillor Purkiss also reported that the Committee had reviewed and responded to a complaint from an allotment holder in relation to the Allotment bonfire
- 177.3 Councillor Vincent reported that he had met with EFDC Safer Communities Partnership and that some funding may be available for the proposed CCTV project to cover the Allotments, Scout Hut, Community/Youth Centre and the Cricket Club areas. Councillor Vincent also reported that he had met with a CCTV Contractor to request a quotation and some advice about the proposal and that he would report back with the final proposals when further information was to hand.
- 177.4 Councillor Vincent reported that the refurbishment of the Bull PH is about to commence and the broken fence to the front boundary with the highway should be repaired during those works.
- 177.5 Councillor Purkiss expressed concern at the removal of the proposed Carriage resurfacing for B172 Abridge Road budget £240,000 from the most recent ECC list of proposed works without consultation or explanation and the dissolution of the Local Highways Panel without any appropriate replacement whereby clear lines of communication could be established with Highways Officers at a local level. After some discussions it appears that ECC may now be looking at some joint repairs to the Abridge Road and some re-surfacing.
- 177.6 Councillor Purkiss reported that ECC had advised that the long-awaited repairs to the pavement in Poplar Row were due to be completed by the end of April 2011 but

that was fast approaching with no sign of work commencing.

177.7 Councillor Purkiss reported that ECC have proposed footway Slurry Sealing for Green Glade. It was agreed that Slurry Sealing offers only a short term solution and that the preference would be for smaller areas of footway to be repaired properly. Councillor Purkiss confirmed that it has been agreed that ECC Highways will dig up and reinstate sections of pavement at the top of Woburn Avenue which are some of the worst pavements in the village and that in addition ECC will cut out and reinstate the crossroads at the crossroads junction of The Weind, Baldocks, Orchard and Heath Drive.

177.8 Councillor Jones enquired about the decision to paint the viaduct panels the particular shade of blue which several residents had commented on and the Council had received several comments from residents expressing the same view. Councillor Vincent reported that it is understood that the colour matches the existing railway footbridge and is a colour commonly chosen for railway fixtures. It is not considered realistic to seek a colour change at this juncture.

178. Community Liaison Committee

178.1 Annual Parish Meeting

Councillor Sowerby reminded all Councillors that the Council's Annual Parish Meeting will take place on Wednesday 11th May at 7.30pm. This will be an informal event with presentations. Councillor Jones will provide introduction and summary of the Community Centre project. Councillor Gooch will provide short presentation on recent important work of the Planning Committee including an update on Blunts Farm. Councillor Philip will speak on the financial position of the Council, Councillor Purkiss on Highways and Environment, the Allotments, Cemetery and Councillors Sowerby and Berry on the work of the Community Liaison Committee. Councillor Berry will also invite the Youth Editor, Ellie Bedwell to give a short presentation on her role. All participating Councillors will submit text to Councillor Gooch by 6th May for him to collate for powerpoint presentation and subsequently for Councillor Jones to review for the possible production of an Annual Report.

178.2 Theydon Seniors

Councillor Sowerby reported that the next Theydon Seniors event will take place on Friday 17th June between 3-5pm at the Village Hall. Entertainment will be provided by Theydon Bois Folk Dance Club who will give a display of Country Dancing.

178.3 One-2-Ones

In view of the lack of attendance by residents at recent surgeries the Committee has decided to trial an appointments system to meet with Councillors and the details will be published in the next edition of Village News.

178.4 Christmas Event 2011

Councillor Berry reported that members of the Committee have been looking at a new format for the Christmas event and the proposal is for a late night shopping evening with stalls, some entertainment and Santa's grotto. It is still early days but the first meeting with local businesses was very positive and a further meeting has been organised. The date will be Thursday 1st December. There are some plans for the Villager of the Year to attend and undertake some duties even though the tree itself won't be turned on by them there will still be a lit tree outside the Village Hall. The Committee will report back as to feasibility after the next meeting.

178.5 Avenue of Trees Celebratory Event

Councillor Berry reported that the event will take place on Saturday 11th June. It will take the form of a Teddy Bears Tea Party and Afternoon tea, with an official opening of the new Avenue by Rev. Stephen Walker. The Brownies/Guides will be helping on the day. The event will commence at 2pm with the 'opening' followed by a Picnic on the Village Green and then Afternoon Tea provided at the Village Hall from 3.15pm until 4pm. Councillor Sowerby has finalised a poster to advertise the event and this is now being publicised and the intention is to promote the event particularly with children's groups and schools in the village.

178.6 Theydonnewsdesk Update

Councillor Jones reported that the village website has now been updated with the Council's minutes. The Theydonnewsdesk editors have drawn up a new policy in relation to the acceptance of new sponsors.

179. Cemetery Committee

179.1 Councillor Purkiss reported that new flowering cherry trees have recently been planted, the front gates have been painted and the Cemetery is looking good.

179.2 Councillor Purkiss also reported that in relation to the proposed purchase of additional land adjacent to the Cemetery presently owned by the Woodland Trust that in view of the fact that five years had now expired since a disposal was originally agreed that the Property Manager had referred the proposal to his Manager for review. Thus formal letter of offer addressed to the Council is awaited depending upon the outcome of the Woodland Trust's review. The Clerk confirmed that the matter had been brought to the attention of the Cemetery Committee by Councillor Purkiss approximately one year ago and it was agreed that the Council had no knowledge of any five year limit having been imposed.

180. Parish Remuneration Scheme

Councillor Jones reported that the Clerk had circulated a letter from EFDC explaining that Parish Council Remuneration Schemes operating in the District are now due for review by the Independent Remuneration Panel. Some Parish Councils have opted to pay some kind of remuneration or reimbursement of expenses to Councillors and it is therefore open to the council to introduce a scheme where none is operating at present. It was **agreed** that the Members of Theydon Bois Parish Council do not wish to introduce a Remuneration Scheme at present. However Councillors would welcome the opportunity to receive occasional supplies of toners and paper given the amount of paperwork which is generated with Agendas, Minutes and other Communications. It was **agreed** that the Clerk and the RFO would look into whether this is possible and how such an arrangement could operate.

181. Reports from Representatives

Nothing to report.

182. Any other urgent business for report (without decision)

182.1 Councillor Philip reported that the RFO had reported that the 2011.12 precept of £103,280 had been received in full by the Council. In accordance with EFDC's previous communication the Council had been expecting to receive the precept in two tranches. Due to the unexpected arrival of the full amount of the precept the Council now holds in excess of the limit of £75,000 which it should hold in any one Bank Account in compliance with its own financial regulations. Councillor Philip

therefore reported that he wished to propose an emergency motion that the Council do consider suspending paragraph 1.9 of its Financial Standing Orders and to authorise the Council to hold up to £100,000 in any one Bank Account for the next six months whilst the Finance and General Purposes Committee in conjunction with the RFO decide what is appropriate in the circumstances.

Resolved: that Paragraph 17(i) of the Council's Standing Orders should be invoked to enable the Council to agree the suspension of paragraph 1.9 of the Council's Financial Standing Orders to enable it to hold no more than £100,000 per Banking Institution to be held in any one account for the next six months pending further review of the Council's Banking arrangements by the RFO and the Financial and General Purposes Committee

**Proposed: Cllr Philip
Seconded: Cllr Berry
Carried unanimously**

- 182.2 Councillor Sowerby kindly agreed to take over the setting up of the microphones prior to Public Parish Council Meetings.
- 182.3 Councillor Berry referred to the letter which the Council had received from a youngster in the village seeking contribution to a charity endeavour. The Clerk advised that in the absence of the Power of Well-being which had not yet been considered by the Council it was not possible for it to make donations to individuals.
- 182.4 Councillor Jones reported that she would shortly be reaching her decision on the Villager of the Year Award. Councillors were asked to send any nominations to Councillor Jones as soon as possible. Councillor Jones mentioned that she is also considering the introduction of a special Community Award to recognise the particular input of people who may not be resident in the village but who through their community or business endeavours (which may not necessarily be on a voluntary basis) have made a particular contribution to the Village in some way.

Sally Crone
Clerk to the Council

Cllr Sue Jones
Chairman
26.5.2011

Parish Council Meeting 28th April, 2011 - Agenda Item 3 (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. Approved Minutes of the Highways and Environment Committee Meeting held on Wednesday 10th February, 2011.
2. Approved Minutes of the Community Liaison Committee Meeting held on 24th February, 2011
3. Draft Minutes of the Cemetery Committee Meeting held on 10th February, 2011
4. Letter from Mrs Elspeth Bonds, Head teacher of Theydon Bois Primary School dated 29th March thanking the Parish Council for its donation of £150 towards the School's Arts and Crafts Projects.
5. Letter to Mr John Davis thanking him for his generosity in donating an alarm for the new Community and Youth Centre building.
6. Letter to Martin Oliver, Chair of Theydon Bois Village Association thanking the Village Association for the considerable financial assistance (some £22,000) which it provided towards the refurbishment of the former Youth Centre building and the associated professional charges incurred by the Council in relation to the purchase of the building and the setting up of the new charity, Theydon Bois Community and Youth Trust.
7. Public Notice from Essex County Council regarding the ECC (Epping Forest District) (Royal Wedding Street Party) (Temporary Prohibition of Traffic) Order 2011. This confirms temporary road closures for street parties in Theydon Park Road, Blackacre Road, Elizabeth Drive and part of Purlieu Way.
8. Email from Parish Information Coordination Officer Essex County Council with further information about the Big Society Grant Fund recently launched by ECC.
9. Email from Head of Research Essex County Council confirmeing extension in deadline of comments for a Shadow Local Health Watch Organisation to Friday 6th May.

Sally Crone 27.4.2011