

# 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 Meeting of the Parish Council held at The Village Hall at 8pm on Thursday 30<sup>th</sup> August 2012

### Councillors

#### Present:

Cllrs Gooch, Hannibal, Howard, Purkiss, Wood and Young

**Apologies:** Councillors Philip, Hammond, Jones, McDonald and Vincent.

**Officers Present:** Sally Crone (Parish Clerk), Greville Norman (Responsible Financial Officer) and Margaret Lechley (Minutes Secretary)

#### 63. Apologies for Absence

Councillors Philip, Hammond, Jones, McDonald and Vincent.

#### 64. To discuss & approve the Minutes of the Parish Council Meeting held on 26<sup>th</sup> July 2012

The draft Minutes of the Parish Council meeting held on 26<sup>th</sup> July 2012 were approved

and signed by the Vice Chairman on behalf of the Committee.

#### 65. Disclosure of Interests (existence and nature of any Disclosable Pecuniary Interest, Other Pecuniary Interest or a Non-Pecuniary Interest as defined in the Essex Public Law Partnership Code of Conduct) with regard to items on the Agenda. Members of the Council are subject to and have adopted the Essex Public Law Partnership Code of Conduct.

None

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

None

#### 67. 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 residents who may be interested. The

Clerk drew particular attention to the following:

Letter to the Member's Support Officer EFDC with completed Register of

Interests

Forms for all Councillors. Acknowledgement from Ian Willett, Deputy Monitoring

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Officer, EFDC.

Letter from EFDC Forward Planning Team dated 26<sup>th</sup> July announcing the Issues and Options Consultation.

Communication from ECC with timings for Mobile Library Service from July 2012.

Councillor Gooch reported that, following the discussion at the last full Council meeting

on 26<sup>th</sup> July regarding the additional monies for CCTV installation at the Allotments, it

had been decided to revert to the original specification, which included an additional

camera positioned to view the entrance to the Allotments.

68.

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**Finance and General Purposes Committee**

The draft Minutes of the last Committee meeting held on 15<sup>th</sup> August 2012 were noted.

The RFO reported that the balance to Essential Security Systems Limited had now been paid. The list of payments made since the last meeting had been circulated prior to the meeting.

**Agreed: to approve the payments since the last meeting as previously circulated.**

The Clerk reported that the External Audit for 2011/12 had been concluded. There is

one qualification from the External Auditor as follows: *"The Council has not formally assessed the risks it faces"*. The Clerk explained that the Council does actually have an

Operational Risk Assessment but this has not been reviewed since March 2010.

The Clerk also reported that the Risk Assessment for the Cemetery also remains outstanding and it was agreed that this should be carried out at the next meeting of the

Cemetery Committee.

It was agreed that the Finance and General Purposes Committee should review Risk

Assessment at their next meeting.

The recommendation for the approval of the revised annual budget was noted.

The RFO

reported that the Diamond Jubilee Event had a budget figure of £2.5K but the actual

contribution from the Parish Council had been £1250. The RFO continued by reporting

that the saving on the insurance figure could be up to £1K.

**The RFO proposed the following changes to the budget:**

**Reduce the Election Expenditure figure to reflect the actual expenditure figure.**

**Remove the figure for CCTV at the Buxton Trust site.**

**Agreed unanimously.**

Councillor Howard reported that the first meeting of the Christmas Market Sub Committee had taken place the previous evening. He said that the provisional date for

the event is Friday 30<sup>th</sup> November but first along with Councillor Wood, he would be

visiting the shops and businesses in the Village to get their opinion.

Councillor Howard briefly outlined the initial ideas for the Christmas Market and said that

he envisaged it being along the same lines as last year's event. He reported that it was

his intention to liaise with the Village Association regarding the lighting of the Christmas

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68.6

68.7

tree ceremony and the possibility of holding this prior to the start of the market.

**Proposal: to suspend Standing Orders in order to establish an Events Sub Committee within the Finance and General Purposes Committee and delegate the Christmas Event budget of £1560 and the Senior and other Events budget of £400 to said Committee. Committee to comprise of Councillors Howard, Hannibal, Wood and Young.**

**Proposed: Councillor Gooch**

**Seconded: Councillor Howard**

**Agreed unanimously**

Councillor Wood reported that the next Theydon Seniors Event is scheduled to take

place on Friday 21<sup>st</sup> September.

The Clerk reported that the Finance and General Purposed Committee have been looking

at the new lease for the Playground at Theydon as the right of pre-emption in the original documentation means that EFDC could call reclaim the land.

**Recommendation from F & GP to confirm with the Playground at Theydon Committee (PAT) their expectations regarding the lease then based on the outcome of these discussions offer PAT a 25 year lease at nil rent. Delegate this item to F & GP Committee**

**Proposed by: Councillor Hannibal**

**Seconded by: Councillor Howard**

**Carried unanimously**

The Clerk reported that she had e-mailed Kate Penegar, representative for PAT. Councillor Philip will be the representative from the Parish Council. The Clerk also reported that there are funds in the budget to cover the cost of conveyancing.

#### **69. District Council Report**

The Clerk reported that the Cabinet Agenda for the meeting scheduled for 10<sup>th</sup> September had now been published. The Old Forester's site is not on the agenda as

Councillor Jones has been told that this is a matter for the Portfolio team rather than

Cabinet.

#### **70.**

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#### **Planning Committee**

Councillor Gooch reported that currently there was alarmist talk circulating in the Village

caused by misinformation regarding the Local Plan – Issues and Options. He announced

that the Planning Committee will hold an open public meeting to address this.

Councillor Gooch reported that EFDC Forward Planning Team will be holding a drop in

session at the Village Hall on 26<sup>th</sup> September 2012 from 6.30pm until 9pm.

Councillor Gooch reported that at the Planning Committee had no objections to the

latest application from Banner Homes and therefore this will now go to EFDC.

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Councillor Gooch reported that he had advised Stephan Solan of the outcome of the

latest meeting with the architect representing the Railway Arms. A formal planning

application is now awaited. Councillor Gooch said that he had been impressed at the way

the architects had amended their plans in response to the consultations.

The decision on whether or not to retain old Railway Arms sign was discussed.

Councillor

Purkiss said that, due to the historical significance of the sign, he would like it to be retained.

**It was agreed that this item should be referred to the Highways Committee for further consideration. In the interim the Clerk will write to the Developer asking that consideration be given to the future of the sign.**

Councillor Purkiss asked whether a name had yet been agreed for the Banner Homes development. As the site was where the Theydon Bois Cricket Club original pavilion had stood he felt that it would be fitting if this was represented in some way.

**71.**

71.1

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72.4

### **Highways and Environment Committee**

Councillor Purkiss reported that the Rangers had been carrying out subtle yet important

tasks, in terms of appearance, to the Village.

Councillor Purkiss reported that EFDC Highways were now completing the pavement

work in Hornbeam Road. He continued by stating that, in general, efficiency is not very

good. Due to redundancies a call centre will be established at Highways and this will

offer a fault tracking facility.

Councillor Purkiss said that he hoped the outstanding work in Orchard Drive would be

carried out in late Autumn.

Councillor Wood highlighted the danger of the "blind spot" caused by overgrown greenery on the corner of Loughton Lane.

Councillor Purkiss reported that the Local Highways Panel has a relatively small budget.

He said that it is unclear as to where the Parish can inject their ideas on which roads are

in need of repair etc.

Councillor Gooch had reported on this item earlier in the meeting under item 67.

Councillor Wood reported that it had taken residents of Avenue Road over 5 years to get

agreement for a parking scheme. Councillor Wood outlined the proposal which is to lose

two thirds of the green, in Avenue Road, in order to establish 4 or 5 parking bays to the

back of the green with a further 3 on the green. This will result in a total of 7 or 8 parking bays to serve 7 properties. Councillor Purkiss warned about danger losing green

spaces.

Councillor Gooch reported on the parking obstruction problems in Coppice Row.

It was agreed, as a matter of urgency, the Clerk should write to the local Police informing them of the problem. Councillor Hannibal said that a letter should also

be

sent to EDFC traffic wardens asking them to reinforce the rules on no parking on the

pavements.

Councillor Purkiss reported that, following the refurbishment of the bridge, the 7.5 tonne

limit sign from Abridge had been removed. This has resulted in a constant flow of heavy traffic through the Village. Councillor Purkiss agreed to investigate whether or not the

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Traffic Order has been revoked and also whether the limit on the Abridge bridge has also been removed.

**72.**

72.1

#### **Cemetery Committee**

Councillor Purkiss reported that the purchase of the additional land was proceeding. If this has concluded by the next meeting of the Cemetery meeting then need to add to that agenda an item regarding establishing posts and lines in order to start maintaining the plant hedge.

**73.**

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73.2

#### **Reports from Representatives**

Councillor Howard reported that the Manager of the Limes Medical Centre was not keen on the

idea of a joint opinion survey being carried out with the Parish Council.

Councillor Gooch suggested a public meeting with the Manager of the Limes.

Councillor Howard reported that complaints can be addressed to the Clinical Commission

Group for West Essex. This is a patient participation group.

Councillor Gooch stressed the need for a detailed survey to be carried out.

In his absence, Councillor McDonald had circulated an e-mail reporting on the recent

Neighbourhood Action Panel meeting.

The Clerk agreed to contact Councillor McDonald for his advice on the parking issues in

Coppice Row.

**74.**

**75.**

#### **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.**

The Clerk reported on an e-mail received from a resident, John Eaton, complaining about the

parking problems and general untidiness around the local Tesco store. It was unclear as to

whether the issue of potholes in the car park was the responsibility of Tesco or McMullens.

Councillor Howard suggested that he and Councillor Wood speak to the store manager when

they are canvassing opinion on the Christmas Market event.

Councillor Purkiss said that, due to the importance of the item, staff matters should be

discussed earlier in the agenda. It was agreed that this was a valid point and Councillor

Gooch agreed that he would discuss this with Councillor Philip.

**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**

None.

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**76.**

### **Following Agenda items will exclude Public and Press**

The Clerk reported that she was aware that the F & GP had met and discussed the employment contract for the new Clerk. Councillor Philip is in the process of producing a draft contract.

Margaret Lechley Cllr John Philip

Minutes Secretary to the Parish Council Chairman

**Parish Council Meeting 30th August, 2012**

### **Clerks Report**

#### **Agenda Item 2 - Draft Minutes of the Council Meeting held on 26th July**

Already circulated.

#### **Agenda Item 5 - 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. Draft Minutes of the Finance and General Purposes Committee Meeting held on 15<sup>th</sup>

August. Copies of the draft Minutes (which note have yet to be approved by the F&GP

Committee) are attached.

2. Letter to the Member's Support Officer EFDC with completed Register of Interests

Forms for all Councillors. Acknowledgement from Mr Ian Willett, Deputy Monitoring Officer, EFDC.

3. Letter from Ian Willett with a copy of the recent DCLG Guidance document relating to

Openness and Transparency in relation to Councillor's Personal Interests.

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4. Letter from EFDC Forward Planning Team dated 26<sup>th</sup> July announcing the Issues and

Options Consultation which runs from 30<sup>th</sup> July 2012 to noon on Monday 15<sup>th</sup> October 2012.

5. Notification from City of London regarding the election of Verderers of Epping Forest

which will take place in February 2013.

6. Communication from ECC with timings for Mobile Library Service from July 2012. Visits

will be fortnightly to Scout Hall (Wednesdays 9.30am to 10am) and fortnightly to Village Hall

(Thursdays 14.45pm to 16.45pm and Robert Daniels Court (Thursdays 16.50pm to 17.10pm).

There will be no service from 3<sup>rd</sup> to 10<sup>th</sup> September owing to essential mechanical work being required to bus.

7. ECC 'Making the Links' August 2012.

8. Letter to Essential Security Systems Limited dated 17<sup>th</sup> August, accepting the Tender

for the replacement CCTV system (Tender 18.1.2012) for the Buxton Trust/Loughton

Lane/Allotment sites. Release of the balance due to Essential reference the work undertaken to

replace the Village and Playground CCTV systems now completed.

9. Letter from ECC regarding the operation of the new Local Highways Panels.
10. EFDC Draft Homelessness Strategy 2012/13 to 2014/15. Comments by 31<sup>st</sup> August.
11. EALC County Update for July. Reminder about forthcoming Training Days as follows:

Chairman's Day 1 on 13.9.2012

Roles and Responsibilities – Suitable for Clerks and all Councillors

**Agenda Item 6 – Finance and General Purposes Committee/Community Liaison Committee**

6.1 Please find attached.

6.2 To follow.

6.3 External Audit for 2011/12 has been concluded. There is one qualification from the

External Auditor as follows: *"The Council has not formally assessed the risks it faces."*

The

Council has an operational Risk Assessment which was last reviewed in March 2010. Review is

the responsibility of the Finance and General Purposes Committee and this is now in hand. Risk

Assessment for the Cemetery also remains outstanding and this is the responsibility of the

Cemetery Committee. The Allotment Risk Assessment is the responsibility of the Highways and

Environment Committee and should be reviewed during the course of the year. Appropriate

Risk Assessments have been undertaken for the various Community Events which have

occurred over the past few years.

6.4 RFO's Report as presented to the recent F&GP Committee Meeting is attached for

information.

**Agenda Item 7 – District Council Report**

Councillor Jones will take this item.

**Agenda Item 8 – Planning Committee**

Councillor Gooch will take this item.

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**Agenda Item 9 - Highways and Environment Committee**

Councillors Vincent and Purkiss will take these items. Councillor Wood requested Agenda Item

9.4 so she will take that item.

**Agenda Item 10 - Cemetery Committee**

Councillor Hammond will take this item. There is presently still nothing to report on the land

purchase which is in the hands of the former Land Owner's Solicitor to progress with the

Woodland Trust. I have been chasing the Solicitors on a weekly basis.

This Committee have yet to meet following the Annual Council Meeting in May.

**Agenda Item 13 – Staff Matters**

If there is anything further to report then Councillor Jones will take this Item.

**Community and Youth Centre**

This is not on the Agenda but I would not be doing my job as the Council's Proper Officer if I

did not comment upon the unsatisfactory lack of progress in completing this matter. There is

no progress in concluding the Lease to TBCAYT. A reminder of the sequence of events:

September 2010 Council completed purchase and immediately proceeded with complete refurbishment.

March 2011 Tenancy at Will signed with TBCAYT.

January 2012 Council agrees (by majority vote) to offer grant of lease to TBCAYT for a term of years to reflect the unexpired term of the public works loan. Upon expiry of

lease, freehold to be transferred to TBCAYT or alternative local charitable body.

February 2012 draft heads of terms drafted by the Council's Solicitor and approved.

March/April 2012 further instructions sought by the Council's Solicitor, revised heads of

terms agreed and sent to TBCAYT for comments. Comments from TBCAYT received

including proposal that Scout land be included in arrangements with TBCAYT.

Council's

Solicitor met with Council to discuss. Meeting between TBCAYT Chairman and Council's

Solicitor early May. Solicitor reported back mid-May requesting further instructions on

certain points (see below). Reply still outstanding.

May 2012 Council agrees that meeting be set up Council to be represented by Councillors Philip, Hammond and Gooch. Suggestion that John Worby should be invited

to attend given progress made at previous meeting which he attended. Attempts have

been made to arrange this meeting but a mutually convenient date has yet to be confirmed. Thus in order to take the matter forward the following needs to happen:

**1. Meeting with Scouts - Scouts to confirm whether their arrangements can be rearranged in the short term. If not Lease should proceed with TBCAYT on original terms without further delay.**

**2. To hear that TBCAYT Trustees have given formal approval to proceed on the terms discussed by their Chairman with the Council's Solicitor.**

**3. Finalise Heads of Terms and respective parties Solicitors instructed to conclude Lease and associated documentation.**

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#### **Note from Sally**

I will be on holiday from 9<sup>th</sup> to 24<sup>th</sup> September so this may well be my last full Council Meeting

before leaving my role as Clerk to the Council. I would therefore like to take this opportunity

to wish the Council and all the residents of Theydon all the very best for the future. I would

also like to pay tribute to Greville, Fiona and Margaret all of whom have been supportive, fun

and a pleasure to work with. The village is very fortunate to have such people willing to work

with dedication for little financial return. I also wish Gloria well in her new role; having now

met her I think she will be an extremely efficient and conscientious Clerk and will look after the

Council's interests very well.

Sally Crone, Parish Clerk 30.8.2012