



# 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 8.15pm on Thursday 29<sup>th</sup> March, 2012

- Councillors Present:** Cllrs Jones (Chair), Hannibal Philip, Berry, Gooch, Howard, Purkiss, Sowerby, Vincent and Wood
- Apologies:** Cllr Hammond, Margaret Lechley (Minutes Secretary)
- Officers Present:** Sally Crone (Parish Clerk) and Greville Norman (Responsible Financial Officer)

### 138. Apologies for Absence

Councillor Hammond. Councillor Hannibal had given apologies for likely late arrival.

### 139. **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. Councillor Hannibal arrived after the commencement of Agenda Item 7.2 and confirmed that he had no interests to declare in any items on the Agenda

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

No points were raised by members of the public present at the meeting

### 141. **Clerk's Report**

#### 141.1 Correspondence (Appendix 1)

The Clerk explained that a full copy of her reports (on Correspondence and on Agenda Items) had been circulated to all Councillors and was available from the Parish Office for any resident who may be interested. A copy of the reports are attached to these Minutes. The Clerk drew particular attention to the following items:

1. Publicity regarding BBC Switchover Help Scheme – helps everyone aged 75 and over or disabled people by providing the equipment and practical support needed to switch one TV to digital. 0800 40 85 900 or [helpscheme.co.uk](http://helpscheme.co.uk).
2. Notice from EFDC for Extended Consultation Period for Planning and Design Brief for St Johns Road Epping. Extended to 23.4.2012. Exhibition available at EFDC or St John's Church/Library. Q n A session on Saturday 24<sup>th</sup> March 9.30am to 12.30pm Library St Johns Road.

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3. Letter from Theydon Bois Primary School dated 12<sup>th</sup> March seeking a donation of £150 for the crafts projects at the Primary School. Budget provision had been made for this by Finance and General Purposes Committee so donation is being made.
  4. Email from Playground at Theydon confirming that the annual request for a donation for their insurance premium (which it is the custom for the Council to pay) will be sent shortly.
  5. Letter from Senior Electoral Services Officer EFDC dated March 2012 with Notice of Election for District and Parish Elections on 3<sup>rd</sup> May 2012. Notices are dated 27<sup>th</sup> March and are on the Parish Council notice boards. Also publicity about the Annual Canvass of Electors which will start in June due to the elections for the new Police and Crime Commissioners being held in November.
  9. Letter from EFDC with Quotation for Grass Cutting Work on the Greens etc for 2012. The price increase is 3.9% which the Highways and Environment Committee had budgeted for and the details have been circulated to that Committee. The first cut of the Greens and Cemetery is about to take place. Following resident's enquiry we had requested that the path to the south west of the green and parallel to the Green highway be redefined to give greater width for pedestrians but EFDC have advised that this cannot be undertaken by EFDC as part of the Green cutting work.
  10. Letter from Trevor Baker, Group Manager, West Area Highways, Essex CC, dated 28<sup>th</sup> March, 2012 accepting the Highway Committee's matched funding proposal for highway maintenance works in the village. Accordingly resurfacing of a section of footway along Orchard Drive is to go ahead. Councillor Purkiss will confirm the full details at the relevant Agenda Item on Highways.
  11. Letter to West Area Highways, Essex CC dated 28<sup>th</sup> March thanking ECC for their hard work and co-operation in relation to their highways work in the village and setting out the Highway Committee's priorities for the coming year.
  12. Letter sent to EFDC Parking Enforcement dated 23<sup>rd</sup> February expressing concerns about the disregard of parking restrictions by motorists outside Tesco Stores and in the light of the tragic recent accident. Letter from EFDC Parking Support in reply.
  13. Invitation to the Chairman from the Lord Lieutenant of Essex, High Sherrif of Essex and Chairman of ECC to Choral Evensong to celebrate the Diamond Jubilee of the Queen at Chelmsford Cathedral on Sunday 27<sup>th</sup> May at 6pm.
  14. ECC (Epping Forest District) (Permitted Parking Area and Special Parking Area) Amendment Order no 23 Order 2012.

**142. To discuss and approve the Minutes of the Parish Council Meeting held on 23<sup>rd</sup> February 2012**

The draft Minutes were approved and signed by the Chairman on behalf of the Council

**143. Community and Youth Centre**

- 143.1 The Clerk had previously circulated the draft Heads of Terms received from the Council's Solicitor (version 2). She had also circulated an e-mail from the Council's Solicitor dated 6<sup>th</sup> March seeking further instructions. The draft documentation was discussed in detail and comments were agreed as attached. The Clerk will instruct the Council's Solicitor to finalise the heads of terms with a view to the document then being sent to the Trustees of TBCAYT for discussion and approval. A meeting will then be arranged with TBCAYT and the Council's Solicitor as appropriate.

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143.2 The Clerk had requested that it be noted that she had previously advised the Council to delegate the lease transaction to a Committee or Sub-Committee of the Council for greater speed and flexibility but that the Council had decided that decisions pertaining to the lease should remain with full Council.

143.3 The Clerk had circulated a report on Agenda Item 6.3 regarding the outcome of the Community and Youth Centre Fencing Project. Owing to the restructuring of the invoicing arrangements and the potential unexpected recovery of VAT on the materials it now transpires that the project is under budget by approximately £1000. A suggestion has been made that the 'surplus' be donated to the Cricket Club to facilitate their purchase of a new lawn-mower to enable them to continue maintaining the grassed area around the Community and Youth Centre. However following advice received from the RFO and the Clerk it was agreed that the funds being effectively restricted for the fencing project any 'surplus' should not be applied for a different project albeit relating to the same area of land without the approval of all the donees and funders to the project. It was therefore agreed that the Clerk will write to all the funders and donees confirming that the project is under budget and enquiring whether they would be happy to see their respective 'under spend' being passed to the Cricket Club for this purpose and the Council will then be able to consider a donation as a firm proposal.

#### **144. Finance and General Purposes Committee**

144.1 **Agreed:**

**To approve the payments made since the last Parish Council Meeting on 23<sup>rd</sup> February 2012 and to authorise the Chairman to sign said list of payments on behalf of the Council**

144.2 **Agreed:**

**Following written appeal to make a donation of £70 to Home-Start Epping Forest (funds to come out of the Council's donations budget)**

**Following written appeal to make a donation of £250 to VAEF – Befriending Project towards the travelling costs of TB residents attending social clubs throughout Epping Forest District (funds to come out of the under spend in the Community Liaison Committee's budget for the annual Christmas event 2011)**

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

#### **145. Highways and Environment Committee**

145.1 Councillor Purkiss reported that confirmation had now been received from Essex County Council (West Area Highways) Committee's matched funding proposal for highway maintenance works in the village. Accordingly, the Committee had agreed that resurfacing of a further section of footway along Orchard Drive is to go ahead and it is presently anticipated that the work will commence in late April. The Committee had also discussed and agreed some suggested priorities for highways maintenance and refurbishment during the next financial year and these had been sent to ECC (West Area Highways) for review.

145.2 Councillor Howard reported that the Council intends to enter the Best Kept Village Competition 2012 and that entry form was in the process of being prepared for submission by the deadline of 10<sup>th</sup> April 2012

145.3 Councillor Vincent reported that the Council had recently accepted the Tender from Essential

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Security Systems for the replacement of the Village Centre and Playground CCTV systems which had been in need of complete update. Essential were due to start work imminently. Appropriate CCTV warning signs will be installed as these are a requirement and the recording and display equipment will be installed in the Bull Public House by kind permission of the publicans. The Council will also arrange a new broadband connection to that location.

**146. Community Liaison Committee**

146.1 Councillor Sowerby reported that the recent Theydon Seniors event held on 23<sup>rd</sup> March had once again been very popular and successful. Councillor Wood expressed grateful thanks to all the volunteers who put so much work into making these events such a success.

**147. Planning Committee**

147.1 Councillor Gooch reported that the Committee continue to meet fortnightly to review and comment upon all Planning Applications affecting the Village. The Council awaits the outcome of the Planning Appeal for the Old Forester's Site with a date for the Planning Inspector's visit still awaited. The Appeal is to be decided upon written representations and a visit from the Inspector. The Council has heard that the former Darlington's site is now in the ownership of Banner Homes and a proposal for design changes are expected and will be reviewed by the Committee.

**148. Cemetery Committee**

148.1 Councillor Purkiss reported that the Cemetery is looking very attractive with spring bulbs in full bloom.

**149. Update from Epping Forest District Council**

Councillor Philip reported as follows:

149.1 The Government has published its National Planning Policy Framework which sets out the Government's planning policies and how these are expected to be applied – it runs to some 59 pages. The NPPF must be taken into account in the preparation of local and neighbourhood plans. The Government has also published its new planning policy for traveller sites. This policy comes into effect at the same time as the NPPF and should be read in conjunction with it. The NPPF sets out 12 core planning principles including '... recognising the intrinsic character and beauty of the countryside...'. There is a transitional period of 12 months during which time Planning Authorities (in our case, EFDC) may continue to give full weight to relevant policies adopted since 2004. It is anticipated that in 12 months time EFDC will be well advanced on its Local Plan and at the stage of second consultation. The NPPF makes it clear that the more advanced the Local Plan process the more weight can be applied. EFDC is also presently in the process of producing its Strategic Land Availability Assessment, planning the needs of the District until 2031. Parish Councillors have been invited to attend presentations on the SLAA and Councillor Gooch is due to attend such presentation on 30<sup>th</sup> March. Details of the SLAA process can be viewed on the EFDC website.

149.2 EFDC have agreed that Council Tax is to be frozen for the third year running and given that savings targets have been achieved there will be no cuts in front line services. There will also be some new Council House building projects.

149.3 EFDC is to recruit a permanent Chief Executive. The salary range has been debated and has been set at a level which is supported by all Councillors on the Appointment Committee.

149.4 EFDC are seeking assistance with publicity for the annual canvass of electors. The reason for this early request is that elections for the new Police and Crime Commissioners are being held in November so the Government has decided that the annual canvass should be conducted over the summer to allow for publication of the new register in mid-October

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149.5 The North Essex Parking Partnership will be subject to scrutiny by EFDC.

**150. To receive a report on the Localism Act – Briefing on the New Standards Regime to consider the documentation and to agree the next steps**

150.1 Councillor Howard reported that he and Councillor Wood had attended recent training session offered by EFDC on the new Standards Regime which had previously been attended and reported on by the Clerk. There is an urgent need for the Council (along with all Parish and Town Councils) to consider whether it wishes to have its own Code of Conduct for Councillors with associated Complaints Regime or whether it wishes to join with other local Councils or the District Council. The matter is urgent given that the deadline by which a new Code of Conduct must be adopted is 1<sup>st</sup> July 2012. The Localism Act also brings in new rules on the Registration of Member's Interests (which will in future be held by the Monitoring Officer at EFDC) in that Councillors will be in future required to declare the interests of spouses, civil partners or someone living with the Councillor in that capacity.

**151. Reports from Representatives**

**151.1 Tree Strategy Committee Report**

Councillor Purkiss reported that the Tree Strategy Committee had recently met and discussed various matters including his concerns about felling of trees on City of London land.

**151.2 Diamond Jubilee Event**

Councillor Hannibal reported that the Diamond Jubilee Event Committee would like the planned Celebration in the grounds of the Primary School to be a joint event with the Council. Councillor Hannibal having previously been appointed as the Council's representative on the Committee was able to report back on progress and the Committee's latest budget had been circulated to all Councillors.

**Agreed:**

**To appoint the Diamond Jubilee Event Committee to run the event on behalf of the Council and to agree that income and expenditure for the event will be accounted for by the Parish Council provided that the cumulative net expenditure does not exceed the provision of £2500 which has been made**

**Proposed by: Councillor Hannibal**

**Seconded by: Councillor Philip**

**Carried unanimously**

**152. Extraordinary Item of an Emergency Nature**

The Clerk had previously reported to the Finance and General Purposes Committee that during the recent Internal Auditors inspection it had been noted that there was an omission in the Minutes which had been approved for the Council Meeting held on 26<sup>th</sup> January at the Council Meeting on 23<sup>rd</sup> February. Councillor Jones reported that with Councillors agreement she intended to introduce the matter under the Council's Standing Orders for the discussion of a matter of an emergency nature

**Agreed:**

**Notwithstanding the Minutes as approved on 23<sup>rd</sup> February for the Council Meeting on 26<sup>th</sup> January 2012 items 6.2 and 6.3 of the Agenda as set out below were unanimously**

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**approved having been proposed by Councillor Gooch and seconded by Councillor Hannibal at the time:**

**6.2 To consider the recommendation of the Finance Committee that the draft budget (as previously circulated to all Councillors) for 2012/2013 be approved.**

**6.3 To consider the recommendation of the Finance Committee that the Precept for 2012/2013 be set at £103,280.**

**Proposed by: Councillor Hannibal**

**Seconded by: Councillor Philip**

**Carried unanimously**

**153. Any Other Urgent Business to report (without decision)**

Nothing to report

**154. 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**

154.1 A representative of the First Theydon Bois Scouts Committee confirmed that the Scouts would like their lease to move across to TBCAYT at the same time as the Council granted the lease to TBCAYT. He agreed to further discuss the matter with the Executive Committee of the Scouts and to confirm to the Council in writing accordingly

154.2 A resident enquired whether the public works loan for the purchase of the Community and Youth Centre could be paid off earlier if TBCAYT raised the necessary funds to do so. This question had already been answered at a previous Council Meeting when the resident was advised that TBCAYT may not have the powers to grant such monies for this purpose and in any event it could not be assumed that the public works loan could be repaid earlier as repayment penalties apply for early repayment.

154.3 A resident commented upon the new 40mph speed limit which applies from the junction with the Wake Arms Roundabout along the B172 Coppice Row. He also expressed concern about the apparently faulty speed camera in Coppice Row and the dangers presented by parking on the pavement in the village. Councillor Jones reported that the issue of the speed camera had been brought up at Neighbourhood Action Panel meetings and that PC Andy Cook had been asked to look into the camera and the possibility of more frequent speed checks along Coppice Row. As for parking on the pavements, this is actually a police matter (whereas parking on roads where yellow lines apply falls to Parking Attendants to enforce). Councillor Vincent advised that PC Cook does issue tickets for parking on pavements when on duty in the village.

Councillor Jones closed the public meeting at 10.05pm

Sally Crone, Parish Clerk

Sue Jones, Chairman

## **Parish Council Meeting 29<sup>th</sup> March 2012 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. Publicity regarding BBC Switchover Help Scheme – helps everyone aged 75 and over or disabled people by providing the equipment and practical support needed to switch one TV to digital. 0800 40 85 900 or helpscheme.co.uk.
2. Notice from EFDC for Extended Consultation Period for Planning and Design Brief for St Johns Road Epping. Extended to 23.4.2012. Exhibition available at EFDC or St John's Church/Library. Q n A session on Saturday 24<sup>th</sup> March 9.30am to 12.30pm Library St Johns Road.
3. Letter from Theydon Bois Primary School dated 12<sup>th</sup> March seeking a donation of £150 for the crafts projects at the Primary School. Budget provision had been made for this by Finance and General Purposes Committee so donation is being made.
4. Email from PAT confirming that the annual request for a donation for their insurance premium which it is the custom the Council to pay will be sent shortly.
5. Letter from Senior Electoral Services Officer EFDC dated March 2012 with Notice of Election for District and Parish Elections on 3<sup>rd</sup> May 2012. Notices are dated 27<sup>th</sup> March and are on the Parish Council noticeboards. Also publicity about the Annual Canvass of Electors which will start in June due to the elections for the new Police and Crime Commissioners being held in November.
6. Notice of Epping Forest Local Council's Liaison Committee Meeting which was held on 22<sup>nd</sup> March 2012. Follow up email from Cllr Ken Angold-Stephens, Chairman of EFDC expressing disappointment at the low turnout from Parish and Town Councils and urging Parish Councils to engage with the Local Plan and to take action on the proposal for a common standards regime, deadline for new Standards Regime being 1<sup>st</sup> July.
7. Invitation from LDF Team at EFDC to Population Forecast Project – Special Briefing on Monday 2<sup>nd</sup> April at 7pm at EFDC. Councillor Gooch is due to attend for the parish Council.
8. Email from Derek Macnab (Acting Chief Executive) EFDC with an update on the ongoing discussions with Essex County Council about Essex Wide Partnership arrangements post the demise of Local Area Forums. There are also draft proposals for the new Highways Panels which are presently with EFDC for consideration.
9. Letter from EFDC with Quotation for Grass Cutting Work on the Greens etc for 2012. The price increase is 3.9% which the Highways and Environment Committee had budgeted for and the details have been circulated to that Committee. The first cut of the Greens and Cemetery is about to take place. Following resident's enquiry

we had requested that the path to the south west of the green and parallel to the Green highway be redefined to give greater width for pedestrians but EFDC have advised that this cannot be undertaken by EFDC as part of the Green cutting work.

10. Letter from Trevor Baker, Group Manager, West Area Highways, Essex CC, dated 28<sup>th</sup> March, 2012 accepting the Highway Committee's matched funding proposal for highway maintenance works in the village. Accordingly resurfacing of a section of footway along Orchard Drive is to go ahead. Councillor Purkiss will confirm the full details at the relevant Agenda Item on Highways.

11. Letter to West Area Highways, Essex CC dated 28<sup>th</sup> March thanking ECC for their hard work and co-operation in relation to their highways work in the village and setting out the Highway Committee's priorities for the coming year.

12. Letter sent to EFDC Parking Enforcement dated 23<sup>rd</sup> February expressing concerns about the disregard of parking restrictions by motorists outside Tesco Stores and in the light of the tragic recent accident. Letter from EFDC Parking Support in reply.

13. Invitation to the Chairman from the Lord Lieutenant of Essex, High Sherrif of Essex and Chairman of ECC to Choral Evensong to celebrate the Diamond Jubilee of the Queen at Chelmsford Cathedral on Sunday 27<sup>th</sup> May at 6pm.

14. ECC (Epping Forest District) (Permitted Parking Area and Special Parking Area) Amendment Order no 23 Order 2012.

15. Academy Bulletin no 14 from the School Organisation and Planning Team at ECC.

16. ECC Making the Links for February and March 2012.

17. Communications from Essex Police regarding the appointment of Chief Inspector Ed Wells to the role of District Commander of Epping Forest and Brentwood wef from 1<sup>st</sup> March 2012 and with Briefing on the Future of Neighbourhood Policing in Essex.

18. Letter from Chairman of EALC Epping Forest Branch dated 1<sup>st</sup> March drawing the attention of Councillors to the changes in the Standards regime brought about by the Localism Act and urging attendance at Local Liaison Committee Meetings. Also Minutes of their Meeting held on 15<sup>th</sup> February 2012 The next meeting will be held on 6<sup>th</sup> June at 7.30pm at Loughton Town Council.

19. EALC Membership and Affiliation Fee Request for 1<sup>st</sup> April 2012. Ditto for VAEF, Open Spaces Society, Stop Stansted Expansion.

20. EALC Monthly Bulletins for February and March and E Bulletins. Note the following:

#### **Audit 2012 – Calling Date**

We have been informed that the deadline for this year will be **11<sup>th</sup> June 2012**.

#### **General Power of Competence**

The Localism Act introduces a new general power of competence for Local Councils who can demonstrate that they have an electoral mandate and a qualified Clerk. The



Clerk will need to have the full CiLCA qualification, including the new Section 7 module on the Power, or the University of Gloucestershire qualifications and the Section 7 module of CiLCA 2012.

At present we do not know when the Power will be implemented but have been advised that it is likely to be some time in April. EALC are running training sessions for Clerks and Councillors which have been circulated.

### **Changes to the Code of Conduct**

Please find attached NALC LTN 80, explaining how the changes brought about by the Localism Act will affect Parish and Town Councillors. Also attached is LTN 81, which has also been recently produced, on the related topic of Pre-Determination.

### **Local Government Pay 2012-13**

Attached is NALC Legal Briefing E03-12, confirming that there will be no changes to pay scales this year.

### **Audit Commission Announces Significant Cuts in Audit Fees for Local Councils**

21. Correspondence with Mr Roberts, Local History Recorder regarding the Local History Record for 2011.
22. Confirmation of Renewal of Data Protection Act Registration for the Council
23. Letters of thanks to volunteers who helped at recent Theydon Seniors event and to the Entertainer.
24. Letter from Mr Robert Gooch dated 25<sup>th</sup> March advising that the Defects Liability Period on the Contract for the Refurbishment of the Community Centre/Youth Club has now expired and seeking release of the retention. Also with Gas Safety Record Certificate.

Sally Crone  
Parish Clerk

