



# 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 26<sup>th</sup> April 2012

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

**Apologies:** Cllr Philip

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

### 155. Apologies for Absence

Councillor Philip

### 156. 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.

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

There were no members of the public present at the meeting.

### 158. 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. The Clerk drew particular attention to the following items:-

- ⤴ E-mail from Brian Kendall, Chairman of the Theydon Bois Diamond Jubilee Event Committee thanking the Parish Council for its support.
- ⤴ Letters to the Head teacher of Theydon Bois Primary School, Voluntary Action Epping Forest and Home Start Epping Forest with cheques for agreed donations. Emails of thanks have been received from the VAEF Befriending Co-ordinator and from the Chief Executive of VAEF. A letter of thanks has also been received from Mrs Bonds, Head teacher of Theydon Bois Primary School.
- ⤴ Email from EALC with Declaration of Acceptance of Office Form for signature by all Councillors.
- ⤴ Illustrative new Code of Conduct as published by the Department of Communities and Local Government for future consideration. The Clerk reported that EALC have

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advised that Councillors should continue to work under the old Code of Conduct for now – 1st July is the date the government are working towards for the new regime but that the final regulations with the finer detail are still awaited so things still remain somewhat unclear as to implementation.

- ⤴ Regarding the correspondence with the Diamond Jubilee Event Committee, Councillor Howard reported that at the last meeting of the Village Association it was agreed that the Village Association would match the £2500 funding of the Parish Council for the forthcoming Diamond Jubilee Event. Councillor Hannibal reported that the Event Committee have decided to open their own bank account. The issue regarding VAT reclaim was discussed and Councillor Hannibal agreed to contact Brian Kendall, Chairman of the Diamond Jubilee Committee, to discuss further the implications of having a separate bank account.

**159. To discuss and approve the Minutes of the Parish Council Meeting held on 29<sup>th</sup> March**

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

**160. Community/Youth Centre**

Councillor Jones thanked those Councillors who had attended the recent meeting with the Council's solicitor to discuss TBCAYT's comments on the draft heads of terms. She reported that the Chair of TBCAYT, Roy Newland had agreed to meet with the Council's Solicitor on Thursday 3<sup>rd</sup> May 2012. Nothing more can be done until the outcome of this meeting.

Councillor Hammond reported that 46 children had attended the first session of the younger youth club and it had been a great success. The computers are now up and running there.

**161. Finance and General Purposes Committee**

161.1 **Agreed:**

**To approve the payments made since the last Parish Council meeting on 29<sup>th</sup> March 2012 and to authorise the Chairman to sign said list of payments on behalf of the Council.**

The RFO reported that there were two lists of payments covering two financial years.

The RFO reported that, although the CCTV work was very nearly complete, there was a little work outstanding.

Councillor Vincent reported that completion of the work should be within a month and that the only outstanding work related to the installation of some bespoke items.

**Agreed:**

**That the Council will pay Essential Security £18,000 including VAT now and the remainder on completion of the work.**

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

Having discussed the payment further a new proposal was raised.

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**Agreed:**

**To pay Essential Security the sum of £18,000 by way of interim payment immediately and to retain the outstanding balance until completion of the work.**

**Proposed by: Councillor Vincent**

**Seconded by: Councillor Jones**

**Carried unanimously**

The RFO said that this payment should be added to the list of payments. The Chairman then signed the list of payments on behalf of the Parish Council.

Councillor Purkiss asked for clarification of the item "Transport for Seniors". The Clerk explained that this relates to the minibus used to transport the elderly to the quarterly Theydon Seniors Event.

Councillor Wood drew attention to the figure owed in respect of Village News. The Clerk explained that this related to sponsorship money which is due from one of the Sponsors. This is being chased and no problem in payment is anticipated.

The RFO agreed to produce the invoices for the next instalment of sponsorship payments for Village News next week.

161.2 The RFO had previously circulated the Full-Year Management Accounts for 2011.12. He drew particular attention to fact that the reserves are substantially higher than expected due to the fact that certain projects have not yet been completed. Thus in relation to reserves the Council has exceeded its target as set out in its Reserves Policy and it is anticipated that reserves will amount to approximately 75% of the precept (target being 50%). There has also been some over recovery on the Cemetery where income has exceeded expectations.

By the next meeting of the Finance and General Purposes Committee the RFO will have finalised the draft accounts and drafted the annual return for approval and submission by the deadline of 11<sup>th</sup> June.

The RFO reported that once the Precept has been paid on 30<sup>th</sup> April 2012 that the Council would not be in compliance with paragraph 1.9 of its Financial Standing Orders in that there will be more cash in each bank than the self-imposed limit of £100,000. He advised that as the figure will reduce relatively quickly, a solution would be to temporarily raise the credit limit on the account with Barclays.

**Agreed:**

**That the Council do temporarily suspend paragraph 1.9 of its Financial Standing Orders to enable the limit in any one account to be temporarily increased to £150,000, duration of such suspension and cash limits generally to be reviewed by the Finance and General Committee at their next Committee Meeting.**

**162. Highways and Environment Committee**

162.1 Councillor Purkiss reported that the Essex County Council's new contract from the beginning of April had not yet started but the work in Orchard Drive was still on target.

Councillor Purkiss also reported that London Underground have taken over the circular piece of land at the top of Green Glade, to use as a compound and that residents had been upset about the removal of three amenity trees to facilitate this. Permission had been given by

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EFDC but the Parish Council had not been consulted. He said that he would endeavour to get London Underground to put kerbs around the island when the trees were replanted.

162.2 Councillor Howard reported that he had submitted the Council's entry for the Best Kept Village Competition 2012. He had highlighted the extent of community activities which take place in the village to include the following:

- the Diamond Jubilee Event
- the Christmas Event
- the Donkey Derby
- the Youth and Community Centre
- the Village News winning best magazine

162.3 Councillor Vincent reported that the CCTV replacement work in the Village was progressing well. There will now not be any functioning cameras in the Village until completion of the work. The new recording equipment will be stored in a specific cabinet in a separate external storage area at the Bull Public House.

**It was agreed that the RFO will obtain quotes for Broadband at the new location.**

Councillor Vincent expressed his disappointment at the negative feedback from TBCAYT in response to the request for a contribution towards the CCTV project for the Loughton Lane site. He pointed out that members of TBCAYT had in fact been invited to the initial meeting of interested parties. Similar requests for contributions had also been sent to the Buxton Trust and the Scouts. It is thought that the Scouts and the Buxton Trust are due to meet shortly following which their final views will be known. It may be that this aspect of the CCTV project will not now go ahead there being a feeling that the Council should proceed only where benefiting groups are positive and keen to contribute. Some Councillors however felt that a way should be found to proceed with the scheme if necessary by committing further Council funds and no final conclusion was reached on this.

162.4 Councillor Vincent reported that Barry and Jane Turner, the previous organisers of the Annual Front Gardens Competition from the Horticultural Society's perspective, had this year decided to stand down from the organisation of the event after many years. Another H.S Committee Member, Geoff Haslehurst is however happy to take over. It was agreed that it would be a pity to lose the competition but perhaps just cut down on the number of categories. Councillor Vincent agreed to liaise with Geoff Haslehurst regarding the categories for this year's competition.

### **163. Community Liaison Committee**

163.1 Councillor Sowerby reported that the next Theydon Seniors Event will take place on Friday 15<sup>th</sup> June 2012. The entertainment for the event needs to be organised. The next meeting of the Community Liaison Committee is scheduled to take place on 24<sup>th</sup> May 2012.

Despite not seeking re-election as a Parish Councillor, Councillor Sowerby volunteered to continue to produce the posters advertising the Theydon Seniors Events.

### **164. Cemetery Committee**

164.1 Councillor Hammond reported that the proposed purchase of the additional Cemetery land is still held up on matters between the Woodland Trust and the previous land owner being resolved.

Councillor Hammond also reported that the Cemetery is looking splendid at the moment. A new memorial bench has been installed, set back into the hedge. He has taken some

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photographs which he is planning to submit for publication in the Village News.  
From a financial view point the Cemetery is doing well.

At this point in the meeting Councillor Purkiss reported on a small accident that had occurred recently in Loughton Lane whereby a car had swerved and hit a telegraph pole. This had resulted in residents having no BT phone lines. BT had used the excuse of needing permission from Highways to set up temporary traffic lights in order to carry out the necessary repair work. Councillor Purkiss said that the repair work is now under way.

Councillor Purkiss also observed the fact that the certificates awarded to the Village had now been put on display by the Village Association, on a picture rail, behind a coat rack in the hall foyer. It was agreed that this new position lacked visibility and Councillor Howard agreed to raise this at the next meeting of the Village Association.

## **165. Parish Council Election**

165.1 It was noted that the Parish Council Election had been uncontested.

165.2 Councillor Berry gave a personal account of her time as a Parish Councillor. In doing so she highlighted the many achievements of the current Council. She went on to express her disappointment at the lack of publicity highlighting the forthcoming Parish election. The lack of information and posters inviting Parishioners to stand was discussed and the need for future Councils to promote elections.

Councillor Jones pointed out that a factual account of the Election was given in the Village News and on the Village website. The Clerk said that EALC had circulated some general publicity material which she had previously forwarded to the Community Liaison Committee.

Councillor Berry suggested that articles be included in future editions of Village News focusing on the role of a Parish Councillor and that this would help residents to understand the important work carried out by the Parish Council in the Village.

Councillor Berry proposed that the following resolution be added to Standing Orders:-

### **Agreed:**

**That the Council makes every effort to promote future elections in good time.  
That the opportunity to join the Parish Council is positively advertised and help in doing so is openly and transparently given."**

**Proposed by: Councillor Berry**

**Seconded: Councillor Howard**

**An amendment was then proposed as whilst the majority feeling was that Councillors were in favour of the principle they were not in agreement as to the proposed wording of the proposal and Councillor Jones suggested that Councillor Berry's proposal be noted as a statement of intent for future Councils rather than be written into Standing Orders.**

**Proposed by: Councillor Berry:**

**Seconded by: Councillor Howard:**

**In favour: 4**

**Against: 0**

**Abstentions: 6**

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Councillor Berry concluded by wishing the Council every success for the future.

**166. Annual Meeting of the Parish Council**

The date of Thursday 17<sup>th</sup> May 2012 was noted.

**167. Reports from Representatives**

Nothing to report.

**168. Any Other Urgent Business for report (without decision)**

168.1 Councillor Sowerby read out a reflection of her time spent, over the last four years, as a Parish Councillor.

168.2 As this was the last meeting of the current Council chaired by Councillor Jones, she thanked all the Councillors and acknowledged the numerous successes which had been achieved during the term. She emphasised that, although differing views were sometimes expressed, it had always been apparent that all Councillors genuinely had the interests of the village at heart.

Councillor Jones expressed her thanks to Councillors Berry and Sowerby who had not stood for re-election and therefore this was their last meeting. Councillor Berry had been particularly involved with the work of the Planning Committee, Theydon Seniors, the Christmas Event and the preparation of the Council's Risk Assessments during her term on the Council. Councillor Sowerby had undertaken much work in her role as Chair of the Community Liaison Committee, main event organizer, Theydonnewsdesk representative and for her role in the Theydon Seniors events. On behalf of the Council Councillor Jones presented Councillors Berry and Sowerby each with a bouquet of flowers.

**169. Following Agenda items will exclude Public and Press:**

169.1 Staff Matters

As these matters directly affected the Council's Officers, the Clerk, RFO and Minutes Secretary left the room at this point. Therefore any notes of this agenda item are not included in these Minutes.

## **Parish Council Meeting 26<sup>th</sup> April, 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. Draft minutes of the Highways and Environment Committee Meeting held on Monday 12<sup>th</sup> March 2012.
2. Letter to the Chairman of the Theydon Bois Diamond Jubilee Event Committee confirming the Council's recent resolution to support the event. Email from the Chairman of the Event Committee thanking the Council for its support.
3. Letters to the Head teacher of Theydon Bois Primary School, Voluntary Action Epping Forest and Home Start Epping Forest with cheques for agreed donations. Emails of thanks from the VAEF Befriending Co-ordinator and from the Chief Executive of VAEF.
4. Letter from EFDC (Electoral Services Officer) dated April 2012 with the Statement of Persons nominated for the District Ward together with the Result of the Uncontested Parish Election for the Parish Council Election on 3<sup>rd</sup> May.
5. Email from EALC with form of Declaration of Acceptance Form for signature by all Councillors with confirmation that Councillors should continue to work under the old Code of Conduct for now with 1<sup>st</sup> July as the date the Government is working towards for the new regime.
6. Illustrative new Code of Conduct as published by the Department of Communities and Local Government for future consideration.
7. EALC Bulletin 19.04.2012 with details of section 137 expenditure limit for 2012/13 (£6.80).
8. Essex Works dated 3<sup>rd</sup> April.
9. Invitation from West Essex Clinical Commissioning Group to attend a workshop on 'Involving Local People in Health Decisions' on 24<sup>th</sup> May 2012.
10. Confirmation from HMLR of registration of the Council's existing Cemetery Site with title absolute.
11. Correspondence with City of London regarding daffodils around finger post on City of London land on corner of Piercing Hill.
12. Entry to 2012 Best Kept Village Competition.
13. Correspondence with EFDC regarding tree felling on the eastern bank of the railway cutting opposite Green Glade and Theydon Park Road.

14. Letter to West Area Highways with H&E Committee's recommended priorities for Highways maintenance work in 2012/13. Acknowledgement of this letter.

15. Letter from Essential Security Systems confirming the revised split of maintenance costs between the two proposed new CCTV systems for the Loughton Lane and Village Centre sites (£900 + vat and £1300 + vat respectively).

16. Request for financial support from SSE.

### **Agenda Item 6. Community/Youth Centre**

Following the Council Meeting held on 29<sup>th</sup> March, the Clerk had provided the Council's Solicitor with instructions as agreed and the Solicitor had reissued the draft heads of terms (version 3). These had been circulated to TBCAYT and to all Councillors. In view of the comments and need for further instructions a meeting had been arranged (all Councillors having been invited to attend) with the Council's Solicitor. In the interim TBCAYT's comments on the draft heads of terms had been received and circulated to all Councillors. Matters having been discussed with the Council's Solicitor it was agreed that he would arrange a meeting with the Chair of TBCAYT to take matters forward as to final agreement of the heads of terms and to relay the Council's views. This meeting is to take place on 3<sup>rd</sup> May following which the Council's Solicitor will report back as to the outcome.

Regarding the Fencing Project, email has been sent to the Scouts, Pre-School, Rural Pres and Theydon Youth regarding use of underspend as discussed and agreed at the last Council Meeting.

### **Agenda Item 7. Finance and General Purposes Committee**

To follow from Greville.

### **Agenda Item 8.3**

Councillor Vincent will report on progress regarding the installation of the replacement Village Centre and Playground CCTV systems. In relation to the Loughton Lane site, letters requesting contributions have been sent to the Buxton Trust, the Scouts and TBCAYT. Response has been received from TBCAYT which has been circulated.

### **Agenda Item 15**

The Clerk and the RFO have tendered their respective resignations as previously advised to all Councillors.

Sally



