



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 31st May 2012

Councillors Present: Cllrs Philip, Gooch, Hammond, Howard, Jones, Purkiss, Vincent, Wood and Young

Apologies: Cllr Hannibal, Cllr McDonald and Greville Norman (Responsible Financial Office)

Officers Present: Sally Crone (Parish Clerk) and Margaret Lechley (Minutes Secretary)

20. Apologies for Absence.

Councillors Hannibal and McDonald. Councillor Howard arrived after the start of the meeting.

21. To discuss & approve the Minutes of the Parish Council Meeting held on 15th May 2012

The draft Minutes of the Parish Council meeting held on 15th May 2012 were approved and signed by the Chairman on behalf of the Committee.

22. 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 (SI.2007/1159) (The Revised Code)

None

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

None.

24. 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:

- Email to EFDC (Member's Support Officer) dated 18th May with required Parish Councillor Website Registration Forms, Declarations of Acceptance Forms and Declaration of Interest Forms.
- EDFC Councillor Development Programme 2012/13 Prospectus. The Clerk had

circulated this to all Councillors. Councillor Howard had registered for the Planning seminar scheduled to take place on 16th June 2012.

- EALC County Update for May 2012 and Weekly Bulletins.

The Clerk reported on the following recent items:

- Thank you letter from Homestart, Epping Forest, in acknowledgement of a donation of £70 from the Parish Council.
- Fundraising strawberry tea in aid of Homestart, Epping Forest scheduled to take place on Saturday 16th June 2012 at Hunter's Lodge.
- Village Open Gardens Day on 24th June 2012.
- An invoice from EFDC for £137.75 representing the fees incurred by the Returning Officer in the recent Parish Council elections.
- Communication from the Definitive Map Officer regarding a diversion to footpath 10 on the Abridge Road. Comments required 21 days from today's date.

25. Finance and General Purposes Committee

- 25.1 The draft Minutes of the Finance and General Purposes Committee meeting held on 23rd May 2012 were noted.

Councillor Philip reported that the RFO had been tasked with seeking an alternative banking provider to Santander on the grounds that their Customer Services were unresponsive. Councillor Philip said that once this change had taken place then Councillor Howard would be added to the list of bank signatories.

Councillor Philip reported that insurance quotes had been obtained from Zurich (the current provider) and Cairn and Co. The Clerk had negotiated a price reduction in the Zurich quotation and therefore renewal had taken place with them.

Councillor Philip reported that the Financial Standing Orders would be agreed at meeting of the Finance and General Purposes Committee meeting scheduled to take place in August 2012.

Councillor Philip said that all the Committees would need to review their risk assessments.

- 25.2 Councillor Philip reported that the Internal Audit Report for the year 2011/12 had been circulated to all Councillors as had the recommendations of the Finance and General Purposes Committee in relation thereto. Councillor Philip read out the recommendations of the Committee as set out in the draft Minutes of the Finance and General Purposes Committee Meeting held on 23rd May 2012.

Resolved: That the Council notes receipt of the Internal Auditors Report for 2011/12 and agrees with the recommendations of the Finance and General Purposes Committee in relation thereto.

- 25.3 **Resolved: To note the recommendations of the Finance and General Purposes Committee and to receive, approve and sign the Council's Accounts for the Year ended 31 March 2012.**

Proposed by: Councillor Philip
Seconded by: Councillor Gooch

Carried unanimously

- 25.4 **Resolved: To note the recommendations of the Finance and General Purposes Committee and to receive, approve and sign the Annual Return for the Council for the year ended 31st March 2012.**

Proposed by: Councillor Philip
Seconded by: Councillor Vincent

Carried unanimously

- 25.5 **Resolved: To note the recommendations of the Finance and General Purposes Committee and to receive, note and approve the Council's Budget for 2012/13 which reflects the outturn in 2011/12.**

Councillor Philip reported the Council's Budget for 2012/13 was based on actual outturns from 2011/12. There is a general contingency of just over £78K.

Approved unanimously

- 25.6 There were no payments to approve since the last meeting.

26. Community Liaison Committee

- 26.1** Since only three nominations for membership had been received for this year, the future of the Committee Liaison Committee was discussed.

Councillor Howard expressed his disappointment at the lack of nominations. He pointed out the fact that he had actually stepped down from two other Committees in order to join this one.

Councillor Philip suggested a way forward as being to discuss community liaison matters at either full Council meetings or to include community liaison matters under the Finance and General Purposes Committee. In addition to this to individual working parties could be set up when necessary for specific forthcoming events.

Councillor Howard reminded the meeting of some of the aspects dealt with by the Community Liaison Committee.

It was agreed to include the Community Liaison Committee under the Finance and General Purposes Committee for this year, and reconsider the reintroducing a separate specific Committee next year. In view of this Councillor Philip asked Councillor Wood if she would like to now join the Finance and General Purposes Committee for this year. She agreed to consider this.

The budget for Community Liaison will remain separate, and Community Liaison will have a standing item on the Finance and General Purposes Committee agenda.

- 26.2** Councillor Jones said that the Terms of Reference for the Finance and General Purposes Committee would need to be changed to incorporate the Community Liaison budget.

Councillor Wood reported that the next Seniors Event, with a Jubilee theme, is scheduled to take place on Friday 15th June from 2pm to 4pm.

27. Community/Youth Centre

- 27.1 Councillor Philip reported on an e-mail received from John Worby, the Council's solicitor (previously circulated to all Councillors). The idea of the National Association of Scouts surrendering the lease in order that it then be issued to the local Scouts was discussed.

Agreed: the Clerk to arrange a meeting with the local Scouts Executive Committee to be attended by Councillors Philip, Gooch and the Council's Solicitor.

28. Planning Committee

- 28.1 Councillor Gooch reported on the following:

- Former Darlington's site: - Councillor Gooch reported that two meetings had now taken place with Banner Homes, and as a result, the design had been amended twice. The Planning Committee have noted the concerns of the neighbouring residents and have objected to the planning applications. Councillor Gooch said that as this is a prominent site in the Village it is crucial that the design is suitable and, in order to achieve this, minor amendments are still required.
- Old Foresters Site: - Councillor Gooch reported that an application had been received from the landowner for an alcohol licence to the camping site. In response to the very strong public objections received at the last meeting a robust response to the application had been drafted. Councillor Gooch also reported that some residents of Forest Drive had reported the citing of two portacabins. The Enforcement Officer had been informed of this and asked for a Planning Application to be submitted rather than enforcement being taken. Meanwhile temporary permission of 28 days has been given.

Councillor Gooch reported that a decision is still awaited from EFDC on the application for the proposed Foster Care Training Facility. He said that the decision is expected around mid July 2012.

- Former Railway Arms site - Councillor Gooch reported that a meeting was due to take place between the Planning Committee and the developer. It is believed that the proposal is for a development of 6 x 2 bedroom flats and 4 x 1 bedroom flats on the site.

29. Highways and Environment Committee

- 29.1 Councillor Purkiss reported that May Gurney no longer holds the contract for road and pavement work in Essex. A 10 year contract has been given to Ringway Jacobs. This is currently in the consultation period. Councillor Purkiss said that, in his view, Theydon Bois was suffering due to a concentration of efforts being put into the Olympic routes.

Councillor Purkiss reported that resurfacing work to the pavements in Purlieu Way and from Coppice Row to Barnmead was due to be carried out. The outstanding pavement work in Orchard Drive has not yet been completed.

Councillor Purkiss reported that he and Councillor Philip had attended a meeting with TBAG regarding the removal of the barriers at Station Hill. An enforcement notice had been written and all, apart from the water barriers, have now been removed.

Councillor Gooch reported that he had spoken to residents of Green Glade who are unhappy regarding the embankment work taking place there by London Underground. Councillor Philip has

contacted the Housing Department at Epping Forest and they have agreed to send someone down to take a look. Councillor Gooch reported that London Underground has agreed to restore the green there once the work, for which the time-frame is 12 weeks, is complete.

Councillor Purkiss reported that it has been decided to include the allotments in the forthcoming Village Open Gardens Day.

Councillor Purkiss reported on a recent incident of illegal fly tipping at the allotments. A vague image of the vehicle involved had been captured on CCTV. He said that the Police response had been very poor. The new CCTV installation should address such problems in the future.

29.2 This item was discussed at the end of the meeting without the presence of the public given that individual quotations were to be discussed.

29.3 Councillor Vincent reported that the CCTV cameras have been installed and are working in Station Approach, Forest Drive and the Bull Public House and car park. The camera installation at Tesco is awaiting a permit from EDFC to close the pavement.

Councillor Gooch reported that the Buxton Trust had approved the contribution of £2K towards the cost of the new CCTV system for the Buxton Trust/Community Centre Loughton Lane site. The Council awaits hearing from the Scouts who will be encouraged to reply. TBCAYT have indicated that they are not willing to contribute.

29.4 Councillor Vincent thanked those Councillors who had put forward their nominations for the Annual Front Garden Competition. He encouraged those Councillors who had not yet done so to carry out their judging as soon as possible.

30. Cemetery Committee

30.1 Councillor Hammond said that the grass had been cut at the cemetery and the area was looking splendid.

Councillor Hammond reported that the former land-owner had now employed a Solicitor to represent him but agreement had not been reached with the Woodland Trust thus the Council's purchase of the additional land remained on hold.

31. Reports from Representatives

31.1 Councillor Philip reported that Councillor Hannibal was absent from this meeting in order to attend the final meeting of the Diamond Jubilee Committee. Councillor Philip expressed his thanks to the Diamond Jubilee Committee for all their hard work in organising this Village event.

31.2 Councillor Howard reported that his late arrival for this meeting had been due to the fact that he had, today, attended a West Essex workshop which focused on urgent care, the elderly and long term illnesses. Councillor Howard encouraged residents to get involved in the Essex Health Watch meeting which will voice health and social concerns.

Councillor Gooch pointed out that there is a whole generation in Theydon Bois who do not use computers and any surveys carried out should take account of this.

Councillor Gooch reported, on recent personal experience, he felt that the level of service from the local GP practice was very poor. Councillor Jones added that there were a number of similar complaints locally. Absent doctors at the Theydon surgery are not covered and the Receptionist is then withdrawn. Councillor Howard pointed out that the surgery at Theydon is a satellite of the Limes Medical Centre in Epping.

Councillor Hammond suggested using the next issue of the Village News to include a survey on the local GP service which can be completed and returned to the Parish Council.

Action – Councillor Howard to draft an article, to include a survey, for the next issue of the Village News.

Councillor Howard reported that a website named “Pebble” exists and listens to views on NHS services.

32. 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.

None.

33. 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.

33.1 A member of the public complained about the terrible state of the road in Piercing Hill, outside the Golf Club. Councillor Janet Whitehouse (District Councillor), replied that the Head of Highways at EFDC had previously said that this had been dealt with. She agreed to forward a copy of this e-mail to the Parish Office.

33.2 The discontent regarding the local health service was again discussed and a member of the public explained the history behind the Agreement making the Limes the sole provider. The idea of using the next Seniors Event, to invite feedback on the local GP service from the elderly, was explored.

33.3 Mr Peter Newton, Chairman of the Theydon Bois Village Rural Preservation Society, commented that footpath 10 on the Abridge Road was originally the footpath from Theydon Hall to the Village. It is a permitted footpath but he pointed out the fact that it does run along the back of the cemetery. Councillor Hammond confirmed that the footpath had been allowed for in the extension plans for the cemetery.

33.4 A member of the public reported that a couple of the “No Waiting” signs had disappeared. A similar problem had been encountered with the boundary sign at Piercing Hill.

33.5 As there was no other business to report Councillor Philip thanked the public for their contributions and closed this part of the meeting.

33.6 The following item was excluded from the Public

Councillor Philip declared an interest in this item as he is a member of the Parochial Church Council at St Mary’s.

Quotations for cutting the hedges at both the Village Hall and St Mary’s Church hall have been received from Theydon Tree Services and Lofty Heights. The aim is to get the work carried out before Open Gardens Day on 24th June 2012. The Village Association will pay half of the cost for cutting the Village Hall hedge.

Both quotations were discussed in detail. There was a large variance in the prices but it was not clear whether they were based on the same specification.

Action - the Clerk to confirm with Lofty Heights whether the quotation is to include the reduction in the height of the hedge at St Mary’s Church Hall by 2ft. In addition the Clerk to ask Theydon Tree Services if it is possible to reduce their price. Upon receipt of replies the Clerk to liaise with Councillors Philip and Purkiss who will decide upon the award of the Contract.

Councillor Philip said that in future it might make more sense to consider the hedge cutting in March or the Autumn months. Councillor Vincent suggested that this item be moved to the Highways and Environment Committee next year.

Councillor Philip closed the meeting.

Margaret Lechley
Minutes Secretary to the Parish Council

Cllr John Philip
Chairman

Parish Council Meeting 31st May, 2012 Clerks Report

Agenda Item 2 Draft Minutes of the Council Meeting held on 15th May

Already circulated but further copy attached. Please note that I have amended these from the original version (Minute 11.2) should read as follows:

11.2 It was unanimously agreed that Councillor Howard be the fifth bank signatory).

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. Email to EFDC (Member's Support Officer) dated 18th May with required Parish Councillor Website Registration Forms, Declarations of Acceptance Forms and Declarations of Interests Forms.
2. EFDC Councillor Development Programme 2012/13 Prospectus. The first of these is on 16th June (Development Control and Planning and Code of Conduct). Councillor Howard is attending the Planning session. If any other Councillors wish to attend then please let me know and we can book you a place.
3. EALC County Update for May 2012 and Weekly Bulletins. This mainly contains information about Jubilee Celebrations but please note the following:
 - Community Heartbeat Trust (www.communityheartbeat.org.uk) provides equipment and awareness training (subject to payment) for potentially life saving defibrillators. I don't know of any such equipment in our village. This may be something which the Health Reps could look into in the future if the Council is interested.
 - Essex County Council Big Society Fund – details previously circulated. A reminder that expressions of interest for the Community Capital Fund (£15k per project for capital projects only) are due by 28th August with decisions in November 2012. Alternatively the Community Response Fund provides grants of up to £10k per project for one-off/start up funding or work that is time critical. Requirements for both are evidence of local need, local support, open to all members of the community, improvement of social environmental or economic well-being of the community and be able to secure match funding.
 - New Legal Briefings issued by NALC – Template Code of Conduct for Parish Councils, Revised LTN 80 Members Conduct and Registration and Disclosure of Interests (all previously circulated). Other options for the Code of Conduct for this Parish Council may be for the Council to draft its own or for it to adopt EFDC's Code of Conduct (when available). I would remind Councillors that these changes are due to come in with effect from 1st July but the mandatory obligations in respect of disclosable pecuniary interests have yet to be defined

by regulations to be issued by Central Government and which are still awaited.

- Details of Summer Intensive CILCA Training for Clerks
- Advance Notice of EALC/ECC Conference to be held on 27th September at Foakes Hall Dunmow.
- EALC Annual Community Competitions e.g. Website Award, Jubilee Event Award etc.

4. ECC - Essex Works Update for May/June (previously circulated)

5. Draft Minutes of all Planning Committee Meetings are always circulated to all Councillors. Councillor Gooch has been elected as Chairman of the Planning Committee for the Council Year 2012/13.

6. Draft Minutes of the Finance and General Purposes Committee Meeting held on Wednesday 23rd May. Councillor Philip has been elected as Chairman of the F&GP Committee for the Council Year 2012/13. A copy of the draft Minutes (which have yet to be approved by the F&GP Committee) are attached together with a copy of the Internal Audit Report for 2011-12 which is referred to in that report.

Agenda Item 6

Greville has emailed you with the necessary documentation and I will provide hard copies for you at the meeting. The list of payments for approval will follow if available.

Agenda Item 7

As things presently stand you have three Councillors on the Community Liaison Committee. This is not viable as a minimum of three Councillors are needed for a quorum. Options are either that additional Councillors join the Committee so that it can function as a Committee or that you make a decision as to how its functions can otherwise be covered. I attach a copy of the terms of reference for this Committee so you can see what responsibilities it currently has.

Agenda Item 8

As reported to the May Meeting, our Solicitor recently met with Roy Newland to relay the Council's views on the draft heads of terms. I understand that the meeting was constructive and the Solicitor has reported the outcome in detail and his email (dated 14th May) has been previously circulated to all of you. A copy has also been sent to Mr Newland by our Solicitor for him to confirm that it accurately sets out the outcome of the discussions. A further copy of the email is repeated at the end of this Report for ease of reference.

My view is that the Council needs to review this email and provide our Solicitor with instructions on the points he raises namely; the timing/desirability of the Scout lease being tied in with the grant of the lease/grant of the option to TBCAYT, the matter of the Contract v Option on the freehold (I have no strong views on that other than to say that a contract for such a long period of time is unusual and the norm would be

for an Option arrangement. So far as the Council is concerned however it should rely on Mr Worby's advice and if he is content with the contract arrangement then I would suggest that there is no actual risk to the Council of acceding to Mr Newland's request); and the issues concerning the car park. I would sincerely hope that the heads of terms can then be agreed and the matter of the actual lease documentation be concluded.

I am sure you will agree that the recent meeting with our Solicitor was very useful and you will note that he is happy to attend a further meeting if it is considered helpful.

Robert Gooch has submitted request for release of the contract retention on the refurbishment and Councillor Hammond and Mr Newland are due to arrange a meeting with him onsite and will confirm that it is in order to release the retention.

Agenda Item 9 – Planning Committee

Councillor Gooch will take this item

Agenda Item 10 - Highways and Environment Committee

Councillors Vincent and Purkiss will take these items.

Councillor Philip will take item 10.2. Reference this item I attach two estimates from potential contractors namely; Jonathan Eaton and Simon Gilbert. A third may be available by tomorrow. It may be appropriate if this matter is moved to the end of the Agenda as a confidential item if the merits etc of various contractors are to be discussed.

Agenda Item 11 - Cemetery Committee

Councillor Hammond will take this item.

Agenda Item 12.1 - Diamond Jubilee Event Committee

Councillor Hannibal (Council Rep on the organising committee) will be attending the final meeting of the Event Committee tomorrow evening but update is as follows:

The Diamond Jubilee Event Committee is busy making the final arrangements for what will hopefully be an enjoyable and memorable village event on Monday 4th June in the grounds of the Primary School.

Invitations to the event were delivered to every household and all residents are welcome to attend and letters have been have also been delivered to local residents in the direct vicinity of the Primary School appraising them of the details. There are now also a number of advertising display boards around the village promoting the event to residents.

The gates will open at 12.30 with the event starting at 2pm and include a variety of music, dancing and quizzes as well as some sporting activities. There will be some food and refreshments available with a hog roast, beer tent, ice cream van and a cake stall. The event will culminate with fireworks and is due to end around 22.45pm.

The Committee has been successful in its grant application to EFDC and a grant of up to £1960 has been awarded. A bank account has now been set up in the name of the organising committee with the Councillor Hannibal and Brian Kendall as the authorised signatories in order that the grant monies can be claimed and utilised.

I am sure that the Council will wish to formally thank the Diamond Jubilee Organising Committee for their supreme efforts in making this event possible.'

Sally Crone, Parish Clerk, 30.5.2012