



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 26th July 2012

- Councillors Present:** Cllrs Gooch, Hammond, Hannibal, Howard, Jones, McDonald, Purkiss, Vincent and Young
- Apologies:** Councillors Philip and Wood. Greville Norman (Responsible Financial Office)
- Officers Present:** Sally Crone (Parish Clerk) and Margaret Lechley (Minutes Secretary)

49. Apologies for Absence.

Councillors Philip and Wood. Greville Norman (Responsible Financial Officer).
In the absence of Councillor Philip, the Vice Chairman, Councillor Gooch, announced that he would chair the meeting.

At this point it was noted that item 9.4 of the Agenda would be moved to Section 14 to exclude Public and Press.

50. To discuss & approve the Minutes of the Parish Council Meeting held on 28th June 2012

The draft Minutes of the Parish Council meeting held on 28th June 2012 were approved and signed by the Vice Chairman on behalf of the Committee.

51. 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.

Councillors Gooch and Hannibal both declared a non pecuniary interest in item 7.3 of the Agenda on the grounds that they are both Trustees of the Buxton Trust.

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

A member of the public asked to comment on item 7.1 at the end of the meeting.

53. 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:

- Draft Minutes of the Finance and General Purposes Committee Meeting held on 27th June 2012.
- Draft Minutes of the Highways and Environment Committee Meeting held on 20th June 2012.
- EFDC Training Sessions; Introduction to Planning Enforcement on 31st October (7.30pm to 9.30pm)
- Email from EDFC Members' Support Officer dated 31st July with Register of Member's Interests Form.
- Letter from EALC expressing congratulations on the recent win in Class 2 of the Best Kept Village Competition.
- Emails from City of London advising that the new Visitor Centre beside Queen Elizabeth's Hunting Lodge opened to public. Also new website www.cityoflondon.gov.uk/eppingforest.
- Letter to Mrs Bonds, Head Teacher of Theydon Bois Primary School thanking her for making the school playing fields available for the Diamond Jubilee Celebrations. Also enclosing the cheque for £1000 by way of a donation from the surplus funds generated from the event.
- EDFC "Get Involved" Leaflet regarding the Local Plan and giving notice of the first public consultation called "Community Choices" which will run from 30th July to 21st September 2012.

54. Finance and General Purposes Committee

54.1 The draft Minutes of the last Committee Meeting held on 27th June 2012 were noted.

The list of payments made since the last meeting had been circulated prior to the meeting. The Clerk confirmed that the cheque for £8800 represented the "matched funding" which had been issued but not yet despatched.

Agreed: to approve the payments since the last meeting as previously circulated and as further amended as above.

55. Planning Committee

55.1 Councillor Gooch reported that the last meeting of the Planning Committee had been very well attended by the public. A very strong objection had been submitted against the Camp Site application on the Old Foresters Site. The Public Rights of Way Officer from Essex County Council has also objected to the application due to the rights of way issues on the site.

55.2 Councillor Gooch reported that the Enforcement Officer had expected the portacabins on the site to be included as part of the Application which had been the reason for not proceeding with enforcement action to remove them from the site. This, in fact, had not been the case and subsequently it is understood that direct action was being recommended by the Enforcement Team at the next District Development Control Committee Meeting on 8th August 2012.

Councillor Gooch reported that earlier this evening Banner Homes had presented their revised plans to an open meeting of the public and the Planning Committee. Councillor Gooch said that the earlier concerns had been addressed although the neighbouring

55.3 residents to the development felt that the proposal was still too imposing. Councillor Gooch stressed that the Planning Committee would take on board their views.

With regard to the former Railway Arms site, Councillor Gooch explained that the loss of any building deemed to have a community use may trigger a call for a community gain if the site is developed. When such a building is demolished it is reasonable to suggest a "community gain" payment in recognition of the loss of the community facility. Stefan Solan, EDFC Planning Officer, has suggested the project criteria as follows:

- needs to be in the Village
- needs to be a capital project

The Planning Committee had identified a suitable project as being the replacement of the changing facilities at the Buxton Trust Playing Fields. Councillor Hammond continued by reporting that on a Friday evening the Buxton Trust attracts in excess of 80 children, the majority of whom live in the Village, for cricket and other sports. However, the changing and shower facilities on site are no longer fit for purpose.

Councillor Hammond explained that the project has already been designed and costed. Councillor Gooch reported that the Buxton Trust have signed up to the "Safe Hands" policy which relates to the standards expected when coaching and the playing of sport by children. The proposed project would also allow for a separate female changing facility which is currently sadly lacking.

Councillor McDonald said that he felt it a very good idea to channel children's energies in to sporting activities.

Councillor Howard asked whether or not the "community gain" could be split between more than one project and it was agreed that it could.

Councillor Howard suggested a project to improve the disabled access and lighting together with the installation of automatic doors at the GP surgery in Thrift's Mead. This would be a much smaller project.

It was agreed that this was an excellent idea but it was not sure whether it would be permissible since the building is owned by the partners of the practice. For the time being, it was agreed to note this as a potential project.

55.4 Councillor Hammond commented on the amount of work carried out on the Village planters by Mr and Mrs Turner. He suggested looking further in to using some of the funds towards this type of activity.

Resolution: Having considered the matter the Council is of the opinion that there is no identified need for a community facility on the former Railway Arms 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 however a clear case for a "community gain" arising from this site with the proceeds going towards the following projects in accordance with the Planning Committee's recommendations:

To replace and update the changing facilities at the Cricket Pavilion on the Buxton Trust Playing Field.

55.5 Proposed: Councillor Hammond
Seconded: Councillor McDonald

Carried with 6 in favour and 3 abstentions.

Councillor Gooch reported that since the last public meeting the Planning Committee had reviewed 16 Planning Applications of which they had objected to five, these being as follows:

- Old Foresters site
- Vodafone mast
- 58 Purlieu Way (application subsequently withdrawn)
- 13 Forest Drive
- Former Darlington's site

A member of the public reported that work had actually commenced on 58 Purlieu Way. Councillor Gooch confirmed that this was on the current enforcement list and was being looked into by an Enforcement Officer.

Councillor Jones reported that the copies of the EDFC Consultation Document were expected the following day. It was agreed that this would need to be carefully read and a considered response put forward.

56. New Standards Regime for Councillors

56.1 The report on the new Standards Arrangements was noted.

56.2 The Council's decision to affiliate to the new Joint Parish Standards Committee was noted. Councillor Gooch asked for nominations of a representative and substitute to this Committee. Since there were no volunteers Councillor McDonald suggested a rota for this role. Councillor Hannibal said that he felt a regular representative on the panel would gain more experience and therefore be more effective.

**Resolution: Councillor Gooch proposed the Chairman of the Parish Council to act as the representative on this Committee.
Carried unanimously.**

56.3 The Council's decision to adopt the Public Law Partnership Code of Member Conduct was noted.

56.4 The Council's decision to adopt the Public Law Partnership Complaints Procedure was noted.

56.5 The requirement for all members to complete and return the Register of Members' Interest Form by 27th July 2012 was noted. The Clerk said that she expected to have received all forms by this date.

57. Highways and Environment Committee

Firstly, Councillor Purkiss acknowledged the great achievement in the Village recently having been awarded the Best Kept Village award. He thanked in particular Councillor Howard for writing the precis for the competition entry form and the litter pickers for working to keep the Village tidy.

57.1 The draft Minutes of the last Committee meeting held on 20th June 2012 were noted.

57.2 Councillor Purkiss reported on the difficulty in trying to access the correct people through the call centre at EDFC Highways office.

Councillor Purkiss continued by reporting that work is still outstanding on the pothole at the top of the green and pavements in Orchard Drive. He also said that, despite chasing, the replacement boundary sign to the top of Piercing Hill is still awaited.

Councillor Purkiss reported that following a successful meeting with members of TBAG and EDFC the cones and steel wires had been removed from around the trees at Station Hill.

Councillor Purkiss reported that he had written to EDFC Housing Department regarding protected urban spaces in relation to the piece of land in Green Glade. The reinstatement of the island at Green Glade is still outstanding.

Councillor Purkiss that there are on going discussions taking place following the regrettable incident regarding the ring barking of an oak tree in 51 Hornbeam Road.

Councillor Vincent reported that he had received complaints from residents of Green Glade regarding parking issues there. He had asked the highways operator responsible for the area to consider the installation of yellow lines there.

Councillor Purkiss commented on the increasing problem of commuter parking along the Green. Councillor Gooch said that it is his understanding that a petition had been drawn up by residents.

- 57.3 Councillor Purkiss reported on a very useful meeting that had taken place last week with representatives from the City of London in the Avenue of Trees regarding the notice to fell 2 oak trees. Representatives from the Parish Council, Theydon Bois Rural Preservation Society and tree wardens had attended. Councillor Hammond commented on the usefulness of the meeting and reported that City of London had suggested a way forward to look at tree strategy for the future. Councillor Hammond thanked all those Villagers who had attended.

Councillor Vincent reported that the CCTV in the Village Centre and playground is now fully operational and that Essential Security Systems Limited are in the process of erecting CCTV signage.

58. Cemetery Committee

- 58.1 Councillor Hammond reported that the purchase of the extension of land is still awaited

59. Reports from Representatives

- 59.1 Prior to the last meeting Councillor Howard had circulated a report on current health matters. Councillor Howard highlighted that the West Essex Commissioning Group is now established and will take full responsibility for commissioning from April 2013. There are two representatives from Epping Forest District on the Group. Councillor Howard urged residents to enrol on the consultative forum at www.westessexccg.nhs.uk.

Councillor Howard once again urged residents to join The Limes Patient Reference Group on www.thelimesmedicalcentre.com.

The possibility of drafting a consultation questionnaire for inclusion in the Village News was discussed in detail.

It was agreed that Jim Watts (Village website Editor and a member of the public at this meeting)

would liaise with Tony Ames, (Editor of the Village News), regarding a way to include the questionnaire with the Village News and the cost of such an addition.

The option of approaching The Limes to carry out a joint consultation exercise was also discussed, and it was agreed that Councillor Howard would explore this possibility. Councillor Howard agreed to draft an article for inclusion in the September edition of the Village News.

**60. 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.**

Councillor Vincent reported that Phil Koczan had asked to pass on his thanks on receipt, from the Parish Council, of two tickets to the Olympic Torch Relay at Waltham Abbey.

61. 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

In recognition of the Best Kept Village Award, Jim Watts reported that at 9am on Saturday 4th August 2012 at the Village Hall a photograph would be taken of all those who are instrumental in keeping the Village tidy.

A number of residents expressed their concerns over the Old Foresters Site Application and their disappointment at the missed window of opportunity to clear the site. They urged the Parish Council to raise the level of awareness with EDFC. Generally, it was felt that the administration of the Application appeared faulty and weighted against the public. Councillor Gooch assured those present that EDFC are doing all they can to address the situation.

A member of the public reported that there is now an on-line facility to report problems such as potholes. Councillor Purkiss encouraged residents to use this facility.

62. Following Agenda items will exclude Public and Press

62.1 The Clerk had previously circulated the tender from Essential Security Systems Limited relating to the Buxton Trust/Loughton Lane site CCTV replacement/upgrade and associated maintenance contract.

Councillor Vincent reported that, in view of the recent fly tipping problem at the Allotments, it would now be sensible to include the allotments in the coverage. At present Essential Security Systems Limited have not quoted a price for this additional work but Councillor Vincent said that is is likely to be in the region of £1K. Councillor Vincent reported that there is £5579 available in the current budget together with a £2K contribution from the Buxton Trust.

Resolution: to accept the tender as stated whilst recognising that no contributions had been received to date from TBCAYT or the Scout Association and which the Parish Council will cover with the advice of the RFO on budgetary allocation.

**Proposed: Councillor Hammond
Seconded: Councillor Vincent
In favour: 7
Carried.**

It was noted that it was intended to pursue the Council's request for a contribution from the Scout Association.

After further discussions it was agreed to request Essential Security Systems Limited to submit a separate tender for the additional trunking and pole for the amended Allotments Installation. It was agreed that this will be carried forward to the next Finance and General Purposes Committee Meeting.

62.2

As this was a staff related matter both the Clerk and Minutes Secretary left the meeting, therefore an account of this item is not included in these Minutes.

Councillor Jones gave a brief resume of the four candidates who she and Councillor John Philip had interviewed on Monday 9th July and Council confirmed that the preferred candidate for the post of Clerk and RFO was a resident from the Village Mrs Gloria Mussenden. Council agreed that both Gloria and Margaret should be asked to attend the CilCA Course running on the 1st and 2nd August.

Parish Council Meeting 26th July, 2012 Clerks Report - Supplemental

Agenda Item 8. – New Standards Regime

The Localism Act 2011 introduces new arrangements which regulate the conduct of members of Parish Councils. The previous framework, brought in under the Local Government Act 2000 and the organisation called 'Standards for England' have all but gone. Councils must now adopt their own Codes of Conduct.

Standards of Conduct

Parish Councils must promote and maintain high standards of conduct by their members. The Code must be consistent with the seven (Nolan) principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Theydon Bois Parish Council has adopted a model Code prepared by the Essex Public Law Partnership which is consistent with the 'Nolan' principles and has been adopted by Epping Forest District Council.

Our Code of Conduct can be found on the Parish Council pages of the Village Website or a copy can be obtained from the Parish Office.

Register of Interests

The Monitoring Officer at EFDC is responsible for establishing and maintaining a register of interests of the Parish Council's Members. Under the adopted Code, such interests include 'Disclosable Pecuniary Interests', 'Other Pecuniary Interests' and 'Non-Pecuniary Interests.' It must make a copy of this register available for inspection at all reasonable times and publish it on its website. **The Parish Council must also publish the register on the P.C website (if it has one).**

Disclosure of Interests upon taking Office

A member of a Parish Council must within 28 days of becoming a member or within 28 days of the Code being adopted, notify the Monitoring Officer of any Disclosable Pecuniary Interests (DPI's) and any 'Other Pecuniary Interests.' A member must notify the Monitoring Officer within 28 days of becoming aware of any new DPI or changes to existing DPIs. Special rules apply in respect of 'Sensitive Information'.

DPI's

These are certain interests of a member or the interests of his or her spouse or civil partner or the person with whom he or she lives as if they were a spouse or civil partner.

DPI's are defined by statute but briefly relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities.

When notification of a DPI is received by the Monitoring Officer it will be entered into the Member's register of interests. Failure to declare a DPI is a criminal offence.

'Other Pecuniary Interests'

These are matters where either the Council business relates to or is likely to affect any person or body who employs or has appointed the Council member or any contract for goods or services between the Council and the member in which the member is a partner or director has been fully discharged within the last 12 months.

'Non-Pecuniary Interest' is an interest which relates to or is likely to affect:

(i) Any body of which the Council member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) Any body-

a) Exercising functions of a public nature;

b) Directed to charitable purposes; or

c) One of whose principal purposes includes the influence of public opinion or policy (including any political party)

of which the Council member is a member or in a position of general control or management;

(iii) Any gifts or hospitality worth more than an estimated value of £50;

(iv) a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of your authority's area.

Disclosure of Interests at Meetings

If a member of a Parish Council is aware that he or she has a DPI, Other Pecuniary Interest or a Non-Pecuniary Interest in a matter being considered at a meeting, he or she must disclose to that meeting the existence and nature of that interest

(whether or not it is registered on the member's Register of Interests or for which a pending notification has been made.)

If a member that he or she has a DPI on a matter being considered at a meeting the following applies:

- He or she is barred from participating in any discussion on the matter and must withdraw from the room subject to a dispensation being granted.
- He or she must not vote on the matter.
- He or she must not exercise executive functions (assuming that is permissible) in relation to that matter.
- He or she must not seek improperly to influence a decision about that matter.

Subject to a dispensation being granted by the Council's Proper Officer, his/her participation in the discussion or voting on a matter in which he or she has a DPI is a criminal offence. If a member is aware of a DPI under discussion at a meeting but such interest is not already on the register of interests or is in the process of being registered then the member must disclose the DPI to the meeting and register it within 28 days of the meeting. Failure to disclose or register the DPI is a criminal offence.

If a member has a Pecuniary Interest other than a DPI in any Council business which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment of the public interest and you are present at a meeting of the authority then the following applies:

- He or she must disclose the existence and nature of the interest
- Withdraw from the room unless a dispensation has been obtained.

Complaints Procedure

Theydon Bois Parish Council has adopted a model Complaint's Procedure prepared by the Essex Public Law Partnership which is consistent with the 'Nolan' principles and has been adopted by Epping Forest District Council.

Our Complaint's Procedure can be found on the Parish Council pages of the Village Website or a copy can be obtained from the Parish Office.

Joint Parish Standards Committee

Having a Standards Committee is optional. Theydon Bois Parish Council has decided to affiliate to the Joint Parish Standards Committee.

Our representative is Councillor {tbc}

Sally Crone, Parish Clerk, 25.7.2012

Parish Council Meeting 26th July, 2012 Clerks Report

Agenda Item 2 - Draft Minutes of the Council Meeting held on 28th June

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 27th June 2012. A copy of the draft Minutes (which note have yet to be approved by the F&GP Committee) are attached.
2. Draft Minutes of the Highways and Environment Committee Meeting held on 20th June, 2012. Councillor Purkiss has been elected as Chairman of the F&GP Committee for the Council Year 2012/13. A copy of the draft Minutes (which note have yet to be approved by the Highways and Environment Committee) are attached.
3. EFDC Training Sessions; Introduction to Planning Enforcement on 31st October (7.30pm to 9.30pm). Places booked for Councillors Vincent, Howard, McDonald and Wood as requested. Also, Declaration and Registration of Disclosable Pecuniary Interests (DPIs) and Other Pecuniary and Non Pecuniary Interests – 17 September 2012 and Code of Conduct – Constitution – 1 October 2012. Place booked for Clerk.
4. Email from EFDC Member's Support Officer dated 3rd July with Register of Member's Interests Form. Email from Ian Willett EFDC Deputy Monitoring Officer dated 17th July with Code of Member Conduct and Complaints Procedure. Letter from Ian Willett dated 13th July with updates on DPI's, Registration of Interests under the new Code of Conduct and with advice on issues for Dual/tripled hated Members.
5. Letter from EALC expressing congratulations on the recent win in Class 2 of the Best Kept Village Competition.
6. Emails from City of London advising that the new Visitor Centre beside Queen Elizabeth's Hunting Lodge opened to the public on 13th July. Also City of London announce that they have a new website see www.cityoflondon.gov.uk/eppingforest
7. Email from Epping Forest Branch of Essex Association of Local Councils with latest draft of Joint Parish Standards Committee Constitution.
8. Letter to Mrs Bonds, Head Teacher of Theydon Bois Primary School thanking her for making the School Playing Fields available for the very successful Queens Diamond Jubilee Celebrations on 4th June. Also enclosing the cheque for £1000 which the Diamond Jubilee Event Committee (with the approval of the Council) has decided to make by way of donation out of surplus funds – this being in recognition of the very major part played by the School in making this event a success.

9. Correspondence with EFDC Legal Department regarding Playground at Theydon and pertaining to legal clauses in transfer between EFDC and Parish Council in 1999 all as reported to Finance and General Purpose Committee Members.

10. EFDC 'Get Involved' Leaflet regarding Local Plan and giving notice of the first public consultation called 'Community Choices' which will run from 30th July to 21st September 2012.

11. Notice from City of London announcing the opening of the new Visitor Centre at Queen Elizabeth's Hunting Lodge. Also, with notification of the launch of their new website.

Agenda Item 6 – Finance and General Purposes Committee

6.1 Please find attached.

6.2 Already circulated.

Agenda Item 7 – Planning Committee

Councillor Gooch will take this item.

Agenda Item 8 – New Standards Regime for Councillors

Councillor Hannibal will take this item. My Separate Report will follow.

Agenda Item 9 - Highways and Environment Committee

Councillors Vincent and Purkiss will take these items.

Regarding Item 9.4, you have already seen the CCTV Tenders for the Buxton Trust site but for ease of reference I attach further copies.

Agenda Item 10 - Cemetery Committee

Councillor Hammond will take this item. There is presently 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.

Agenda Item 11 – Health Matters

Councillor Howard circulated the attached Report for the last meeting but there was no time for discussion. He may have an update.

Agenda Item 14 – Staff Matters

Councillor Jones will take this Item.

Sally Crone, Parish Clerk, 25.7.2012