



# 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 28<sup>th</sup> June 2012

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

**Apologies:** Cllr Hannibal, Cllr Howard, Cllr McDonald and Greville Norman (Responsible Financial Officer)

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

### **35. To discuss & approve the Minutes of the Parish Council Meeting held on 31<sup>st</sup> May 2012**

35.1 Councillor Vincent reported that item 29.3 in the Minutes should read as follows "the camera installation at Tesco store is outstanding awaiting a permit from EFDC to close the pavement."

The draft Minutes of the Parish Council meeting held on 31<sup>st</sup> May 2012 were approved as amended as mentioned above and signed by the Chairman on behalf of the Committee.

### **35.2 Matters arising under the above Minutes – Update – Village Hall Hedge**

The Clerk reported that a member of the Public (also a Village Tree Warden) who was unable to attend the Meeting had asked that her comment be relayed that she would like to see a minor trim of the hedge (Village Hall) carried out. The Clerk continued by reporting that, following the last meeting there had been further discussions with both contractors who had been asked to quote to cut the hedge.

Following discussion it was agreed to accept the quote from Lofty Heights for this year and then transfer the matter to the Highways and Environment Committee to establish a better system for the future indicating that the hedges are cut by the end of March each year.

### **36. 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

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

A member of the public asked whether it would be possible for the Village Hall

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hedge to be cut to half of its current height. He commented that over the Christmas period it is difficult to see the Christmas tree because of the current hedge height. In addition there is the security element of the hedge screening the Village Hall and car park. However, the gentleman concerned acknowledged the decision reached under the earlier Agenda item.

### **38. 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:

- E-mail from the NHS asking for assistance in publicising the NHS Constitution and accompanying poster for display with the right for patients to start non-emergency treatment within 18 weeks. The Clerk reported that this would be displayed on the Village website and notice boards.
- Several positive comments from residents about the recent Diamond Jubilee Event.
- Correspondence from EALC regarding a memorial book which they are putting together about the Diamond Jubilee celebrations in Essex. Anyone who contributes to the contents will receive a free copy of the final publication. Councillor Hannibal will mention this initiative to the Diamond Jubilee Event Committee.
- Essex County Council's "Making the Links" Bulletin for July 2012.
- There is a new timetable for the mobile library. In addition to the current stop on a Thursday at the Village Hall and Robert Daniels Court, the mobile library will now stop on alternate Wednesdays at the Scout Hut from 9.30am to 10am.
- The results of the Front Gardens Competition. The Clerk announced these results for the benefit of those members of the public present at the meeting.

### **39. To note the invitation to the Olympic Torch Relay Event – Waltham Abbey Saturday 7<sup>th</sup> July at 8.30am**

The Parish Council have been given ten pairs of tickets to the Olympic Torch Relay Event.

Councillor Philip reported that these tickets would be offered to certain Villagers in recognition of their contributions to various aspects of Village life.

### **40. To discuss the new Standards Arrangements from July 2012 and to agree to a response to the Questionnaire issued by the Monitoring Officer**

Councillor Philip reported that the new Standards Arrangements will take effect from 1<sup>st</sup> July 2012. The Clerk had circulated relevant emails from Ian Willett, Deputy Monitoring Officer at EFDC to all Councillors setting out the options. Councillor Hannibal had reviewed the options and circulated his views but all Councillors had had the opportunity to consider the options.

Councillor Philip outlined the following key points:

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## Topic 1 – Standards Committee

- The District Council Standards Committee is staffed entirely with District Councillors so it would be sensible to affiliate to the proposed Joint Parish Standards Committee where Parish Council representatives would have voting rights.
- Each Parish Council will nominate one Councillor (with the option to nominate a substitute) to represent them on this Committee.
- The Parish Clerk of the Parish Council of the elected Chair will automatically become the Parish Clerk of the Joint Parish Standards Committee and in doing so the respective Parish Council will have to pay for the Clerking costs incurred. A pool of Clerks will however be nominated to act as substitutes.
- If expenses for Clerking arise out of any complaint, these may be recharged to the Council against whose member the complaint has been made. Councillor Philip said that this should be noted for future budgets.
- The workings of the new Committee will be reviewed 18 months after coming into being. A Parish Council can leave the Committee upon giving written notice.

## Topic 2 – Code of Conduct

- Councillor Philip reported that Councillor Hannibal had reviewed the draft PLP Code of Conduct and although it was not the most concise document, there were key factors in favour of a single code to guide Councillor's conduct. If amendments are shown to be needed then the Parish Council can opt out in the future and implement its own Code of Conduct.

### **Resolution: To affiliate to a Joint Parish Standards Committee**

**Proposed: Councillor Philip**

**Seconded: Councillor Vincent**

**Carried unanimously**

### **Resolution: To adopt the Code of Conduct prepared by the Essex PLP**

**Proposed: Councillor Philip**

**Seconded: Councillor Jones**

**Carried unanimously**

### **Resolution: To adopt the Essex PLP Complaints Procedure**

**Proposed: Councillor Philip**

**Seconded: Councillor Wood**

**Carried unanimously**

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

41.1 Councillor Philip reported that at the meeting of the Finance and General Purposes Committee held on 27<sup>th</sup> June 2012 it had been agreed to delay the recovery of VAT until the end of July.

Councillor Philip reported that Councillor Howard had agreed to chair a Working Party, comprising of himself and Councillors Wood and Young, for this year's Christmas Event. In addition, former Councillor Sue Sowerby has offered her

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assistance.

Councillor Philip reported that the Diamond Jubilee Event had accrued more income than expected arising from grants/donations/sponsorships, resulting in a surplus of funds. He said that following discussions with the Event Committee, some of this will be donated to the Primary School in recognition of their support of the event. A refund will be given to the Village Association in respect of their grant leaving a net amount of £1250 having provided by the Parish Council in support of the event.

41.2 Councillor Philip reported that at the recent meeting of the Finance and General Purposes Committee it had been agreed to investigate investing some funds in three and six month fixed-term Bonds. As previously noted it was agreed to find an alternative provider of banking services to Santander. Councillor Philip said that he intends to speak with other Parish Councils on their banking experiences to assist in the decision of which banking provider to choose.

41.3 There were no payments to approve, the RFO being absent from the meeting.

Councillor Wood reported that the recent Seniors Event had an indoor 'street party' with a Diamond Jubilee theme. This had been another successful event with very positive feedback from those attending. Councillor Wood acknowledged the wonderful assistance given by the volunteers. Councillor Gooch said that he had received excellent feedback on the entertainment.

Councillor Wood agreed to continue to co-ordinate future Seniors Events, the next one of which is scheduled to take place on Friday 21<sup>st</sup> September 2012. She noted that one of the elderly attendees of this event will be 100 years old in October. It was agreed that the Parish Council should do something to mark this occasion.

Councillor Hammond reported that a steady flow of visitors had attended the recent Open Gardens Day in the Village.

## **42. Planning Committee**

42.1 Councillor Gooch reported that the Appeal made against the decision to refuse planning permission for training and leisure facilities buildings for children in foster care and their carers at the Old Foresters site had been dismissed. Councillor Gooch reported that EFDC (Planning Enforcement Officer) had informed him that an application, to include the portacabins, had since been submitted from Parkeng. This application will now have to go through the standard planning application process.

Councillor Gooch reported that there are some very significant planning applications on the agenda for the Plans East meeting which is scheduled to take place on Wednesday 4<sup>th</sup> July at Epping. He outlined these as being the following:

- Blunts Farm
- the former Darlington's site
- the proposed mobile phone mast for Slade End/Station Approach

Councillor Gooch said that it was his intention to attend this meeting and to speak against all three planning applications.

Councillor Gooch reported that the Planning Officer dealing with the mobile phone mast application had acknowledged that he had written his report prior to receiving

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the reply from the Parish Council but that the Council's comments will be referred to at the meeting. Councillor Gooch will also seek the presentation of the photographic evidence in support of the Council's objection to the Committee Members.

Councillor Gooch reported that Banner Homes have met with the Planning Committee on two occasions and, as a result, have amended their original design. The main concern of the neighbouring residents relates to the height of the development.

42.2 Councillor Gooch reported that the first edition of the Village Design Statement has now been published and is an excellent document. EFDC have acknowledged receipt and confirmed that it has been incorporated as part of the evidence base for the future Local Plan.

42.3

Councillor Philip reported that EFDC will be consulting on the Local Plan - Community Choices Document between 30<sup>th</sup> July and 21<sup>st</sup> September 2012. Road shows are scheduled to take place at the end of August and in early September. Councillor Philip said that posters inviting residents to participate will be displayed in the Village.

Councillor Philip reported that the consultations relate to issues and options available in Epping Forest over the next 20 - 25 years. He continued by outlining the main points as being:-

- the Green Belt
- options for growth, housing and economic development
- transport, infrastructure, climate change and community facilities.

The approach will be in three stages:

1. Issues and Options - 3 Options
2. Preferred Options draft plan
3. The final plan

Councillor Philip presented a map which highlighted in red the possible areas for expansion. The areas highlighted in Theydon Bois are in Coppice Row, the end of Forest Drive and the other side of the railway line (opposite Theydon Park Road). The plan would release 1% of the Green Belt.

Councillor Philip stressed the importance of the Parish Council's response and it was agreed that Councillor Gooch would co-ordinate this. Councillor Philip stressed the need to have good evidence in place.

Councillor Gooch mentioned a report he had seen from Veolia Water. The majority of the water supplied to Theydon Bois and the surrounding area comes from bore holes and as a consequence there was an ongoing issue regarding sustainability of the water supply to meet future demands from major housing developments.

### **43. Highways and Environment Committee**

43.1 Councillor Purkiss reported on the recent meeting of the Highways and Environment Committee. He expressed his disappointment at the appalling state of the roads and lack of dynamism on the part of Essex Highways.

Councillor Purkiss said that the City of London were at times unclear in their communication. He will write to remind them that the Parish Council should first be

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consulted prior to any trees being felled.

Councillor Purkiss reported that a list of landmark conservation trees in the Village would be drawn up.

Councillor Philip extended his thanks to Councillor Purkiss for his work in preventing the recent felling of the oak tree in Loughton Lane. This incident was noted, in detail, in the Minutes of the last meeting of the Parish Council.

Councillor Purkiss reported that there were now only two outstanding allotment invoices following renewal on 1<sup>st</sup> April and he would chase payment of these.

Councillor Purkiss said that he would like to write to EFDC Housing Department regarding protected urban spaces in relation to the piece of land, in Green Glade.

- 43.2 Councillor Vincent reported that the new CCTV installation in the Village centre is now complete. The work at the playground is outstanding awaiting a bracket to be built on the existing pole. With regard to possible contributions for the CCTV installation in Loughton Lane Councillor Vincent reported that a favourable response had been received from the Scouts. Councillor Gooch reported that the Buxton Trust had also approved a significant contribution.

Councillor Hammond reminded the meeting of the significant difference made at the cemetery by the installation of the barrier as a deterrent to illegal fly tipping.

Councillor Vincent reported that Essential Security Systems are keen to complete the work before the start of the winter months. He continued by reporting that EFDC had suggested an evidence based camera at the Pre school and asked whether or not a contribution should be sought from the Pre school. **Action – include this item on the Agenda of the next Parish Council meeting.**

- 43.3 Councillor Purkiss asked to withdraw the agenda item regarding the purchase of a strimmer for the moment but said that it may need to be added to a future agenda.

#### **44. Community/Youth Centre**

Councillor Hammond reported that he had spoken to the Council's Contractor regarding the completion of the outstanding snagging items following completion of the work. It was agreed that this be done as soon as possible in order that the contractor can submit his invoice and the monies be released. Councillor Hammond will provide a list of the snagging items to be annexed to the Minutes.

#### **45. Reports from Representatives**

- 45.1 In his absence from this meeting Councillor Hannibal had circulated a Report on the Diamond Jubilee Event in advance of the meeting.
- 45.2 In his absence from this meeting Councillor Howard had circulated Report on current health matters. Councillor Philip said that any questions on this report should be directed to Councillor Howard at the next meeting.
- 45.3 Councillor Wood reported that there are unconfirmed rumours of the withdrawal, from September, of the X5 bus route.

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

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**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.

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

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item of business:

With the agreement of the meeting Councillor Philip reversed the order of the next two items as stated on the Agenda.

**47.1 Cemetery land Purchase – To receive an update and to decide upon the next steps PH**

The Clerk had circulated a Letter received from Woodland Trust with revised proposal. Councillor Hammond reported that the former owner had now instructed his solicitor on the terms upon which he is willing to proceed. This proposal would involve the payment of an additional £3000 by the Council together with additional legal fees as previously advised. The Council having already made budgetary provision it was resolved as follows:

**Resolution: That the Council agrees to proceed with the purchase of the additional Cemetery land on the revised terms set out in the letter from the Woodland Trust dated 19<sup>th</sup> June, budgetary provision having already been made for the additional payment of £3000 and associated legal expenses as estimated by the Council's Solicitor.**

**Proposed: Councillor Hammond**

**Seconded: Councillor Purkiss**

**Carried unanimously**

**47.2 To receive an update on the recruitment of a Parish Clerk/Responsible Financial Officer**

At this point the Clerk and the Minutes Secretary left the meeting therefore a note of this item is not included in the Minutes.

Margaret Lechley  
Minutes Secretary to the Parish Council

Cllr Peter Gooch  
Vice-Chairman

## **Parish Council Meeting 28<sup>th</sup> June, 2012 Clerks Report**

### **Agenda Item 2 Draft Minutes of the Council Meeting held on 31st May**

Draft Minutes of the last Council Meeting have been 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. Essex Works eMagazine
2. NALC updated LTN 80 (dated 21<sup>st</sup> June 2012) on Member's Conduct and the Registration and Disclosure of Interests under the new Standards Regime.
3. NALC Topic Note dated 18<sup>th</sup> June on The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
4. Notification of Agenda for Local Council's Liaison Committee Meeting at 7.30pm on Thursday 5<sup>th</sup> July at 7.30pm.
5. Notification of Agenda for Epping Forest Branch of Essex Association of Local Councils Meeting held on 13<sup>th</sup> June.
6. Letter dated 30<sup>th</sup> May from Ian Willett (Deputy Monitoring Officer EFDC) regarding the New Standards arrangements from 2012 (see Agenda Item and already circulated). Email also from Ian Willett dated 7<sup>th</sup> June with the latest version of the PLP draft Code of Conduct. To note email from Epping Forest Branch of EALC with their recommendations (email dated 15<sup>th</sup> June already circulated).
7. Email from NHS asking for assistance in publicising the NHS Constitution and poster for display with the right to start non-emergency treatment within 18 weeks.
8. Invitation from the Epping Forest District Museum to attend the opening of 'China in the East': The Touring Exhibition.
9. EALC Bulletins
  - Note that the NALC Legal Topic Note 45: Disposal and Appropriation of Land by Local Councils has been revised. The only change would appear to be at paragraph 30 following Government reorganisation by the Coalition Government – this amendment is of no consequence to us but the new version should be noted reference the future disposals of the Community and Youth Centre and the proposed new lease for the playground.
  - Jubilee Celebration Book. Any village or group is invited to send in photos and stories about their Jubilee Celebrations and EALC hope to hear from every Parish in Essex. All Councils who contribute will receive a complimentary copy of the Book on publication.



10. Essex County Council's 'Making the Links' Bulletin for July 2012. Note the following:-

- The Story Lab and metropolis – Essex Libraries' Summer Reading Challenge 2012
- Launch of EssexAssist a new service aimed at self funding citizens to support customers in making the right care choices with independent guidance and information. This may be of interest to Senior residents.
- Outcome of Local Bus Tender Round 2012. No change to any of 501,541,542/543 or 804
- Reminder about deadlines for applications for Big Society Fund (Community Capital – receipt of completed expressions of interest by 28/8/2012 and receipt of applications by 24/09/2012. Applications for the Community Response Fund is a rolling programme and will continue until the end of March 2013 or when the funding has been exhausted whichever the sooner.

11. Letter from Geoff Haslehurst (Horticultural Society) with the results of the Best Front Gardens Competition 2012. The Awards will be presented at the Horticultural Society Annual Show on 28<sup>th</sup> July.

12. Email from Essex County Council with details of new Mobile Library Timetable which will apply from 1<sup>st</sup> July. It appears that there is one change in that the Wednesday morning visit will now be to the Scout Hut with the Thursday afternoon visit being at the Hall Car Park and Robert Daniels Court.

13. Letter of thanks and congratulations to the Diamond Jubilee Event Committee on the staging of the successful Jubilee Celebratory Event at the Primary School. Positive feedback from various residents fed back to Committee.

#### **Agenda Item 6**

Correspondence is attached.

#### **Agenda Item 7**

Councillor Hannibal has very kindly circulated his thoughts on this important issue. Mike has given his apologies for the actual meeting but trust you will read his emails of 20<sup>th</sup> June and of today (sent to all of you) and form your views.

#### **Agenda Item 8**

List of payments to follow.

#### **Agenda Item 9 – Planning Committee**

Councillor Gooch will take items 9.1 and 9.2. Councillor Philip will take item 9.3.

#### **Agenda Item 10 - Highways and Environment Committee**

Councillors Vincent and Purkiss will take these items.

#### **Agenda Item 11 – Community/Youth Centre**

In my Clerk's Report to the last Council Meeting I reported that in order to move matters forward the Council needs to provide our Solicitor with instructions on his email of 14<sup>th</sup> May (which was copied to all of you). It was agreed at that Meeting that Councillors Philip, Gooch and Hammond would meet with the local Scout Executive Committee and that our Solicitor would also be asked to attend. I have emailed all parties to arrange that meeting and hopefully it will be confirmed shortly.

We received a request from the Contractor for the release of the retention following completion of the refurbishment of the building some months ago. The release of this has been delayed due to holidays and the fact that the Contractor has been working elsewhere. The release of the retention is in a sense unimportant to the Council but I understand that Councillor Hammond is aware of and can make a report as to the remedial works which need to be undertaken before that retention can be released.

### **Agenda Item 12.1 - Diamond Jubilee Event Committee – Report back**

The report from Councillor Hannibal follows below:

The event was a great success. The anticipation had been of attracting up to 500 people but with the weather breaking that morning and providing a dry afternoon a great many families turned out in support providing an impressive display of gazebos containing all manner of food and self-refreshments yet still the Hog roast and the beer tent were made heavy use of throughout the event. A head count was not taken but some attendees were venturing opinions that we had between 1500 and 2000 people in attendance. The main stage events ran like clockwork until a very large number of children displayed their general knowledge skills by answering every pre planned question as well as those extra ones that had to be made up on the spot in what was intended to be a knock out quiz. The result was a mass of children being rewarded from what was luckily a very large supply sweets. Children and parents alike participated in the sporting activities available throughout the afternoon. There was mass audience participation for the Barn Dancing, dancing group displays and great music from a number of bands with a sing along to a 30 minute Beatle Medley attracting a very strong audience of wannabes. This all culminated with an impressive firework display and some rousing songs in a last night of the proms finale.

The Organising Committee would like to express their thanks for the financial support offered by the Parish Council, The Village Association and Epping Forest District Council and for the considerable support from villagers in attending the event.

As to the finances of the event, the RFO has been liaising with the Chair of the Event Committee and Report has been made to the Finance and General Purposes Committee for their meeting this evening.

### **Agenda Item 14.1 – Staff Matters**

Councillor Philip will take this item. The matter of the recruitment of a Parish Clerk/RFO is on the Agenda for the F&GP Committee Meeting this evening and there will be a report back on progress.

### **Agenda Item 14.2 – Cemetery Land Purchase**

Councillors Hammond/Purkiss will take this item.

I attach:

1. Letter received from Woodland Trust. The good news is that the former owner has now instructed his solicitor on the terms upon which he is willing to proceed. The bad news is that said former owner requires an additional £5000 (of which the proposal is that WT pay £2000 and TBPC pays £3000). The further good news however is that should the Council wish to proceed on this basis then you have made budgetary provision to do so and none of this is any great surprise.

2. Relevant minutes of the Council Meetings held on 23<sup>rd</sup> February 2012 and 29<sup>th</sup> February 2011. Prior to that it had been agreed that all matters/decisions relating to the actual purchase of the additional Cemetery land should remain with full Council. My suggestion therefore is that the matter goes to the next Council Meeting for formal approval. In the meantime I have emailed the Council's Solicitor to ascertain his views on the proposal and what documentation is required to fully protect the Council's position in the future (I suspect that a formal deed of release from Mr Padfield will be required but the Solicitor will advise.)

Sally Crone, Parish Clerk, 27.6.2012