



# Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,  
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Ms Julie Taylor  
Minutes Secretary & Assistant to the Clerk: Mrs Elizabeth Thomas

## Minutes of the Annual Meeting of the Council

Held at Theydon Bois Village Hall  
at 8.30pm on Thursday May 20<sup>th</sup> 2015

**Councillors Present:** Cllrs Philip (Chair), Gooch, Wood, Hannibal & Howard  
**Apologies:** Cllrs Jones, Purkiss, Young, Hammond, Vincent & McDonald  
**Officers Present:** Julie Taylor (Parish Clerk and RFO)  
Elizabeth Thomas (Assistant to Parish Clerk & Minutes Secretary)

### 1. Election of Chairman

1.1 Cllr John Philip proposed as Chairman of the Council by Cllr Peter Gooch. Seconded by Cllr Mike Hannibal.

1.2 Cllr John Philip confirmed acceptance of office of Chairman of the Council

### 2. Election of Vice-Chairman

2.1 Cllr Peter Gooch proposed as Vice-Chairman of the Council by Cllr John Philip. Seconded by Cllr George Howard.

2.2 Cllr Peter Gooch confirmed acceptance of office of Vice-Chairman of the Council

### 3. Apologies for Absence

Cllrs Jones, Purkiss, Young, Hammond, Vincent & McDonald

### 4. Disclosure of Interests with regard to items on the Agenda.

(existence of any Disclosable Pecuniary Interest, or existence and nature of Other Pecuniary Interest or a Non-Pecuniary Interest). The Council has adopted the Essex Public Law Partnership Code of Conduct.

None

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

None

### 6. To discuss & approve the Minutes of the Parish Council Meeting held on 30<sup>TH</sup> April 2015

Approved and signed as a true record.

### 7. Roles and Responsibilities/Terms of Reference/Standing Orders

7.1 Standing Order 2 L (iii,iv & v) to be delegated to Finance & General Purposes Committee.

7.2 Agreed that for Planning Committee any Councillor can be called upon to make quorum.

7.3 Agreed that committees for 2015-16 will retain the same membership as 2014-2015. Agreed that at next Full Council, if any Councillor wishes to sign up to join a particular committee, they can do so.

7.4 Agreed that representatives to External Bodies for 2015-16 will stay the same as in 2014-2015. Village Design Statement will not take place, and Youth & Community Trust will be arranged when current legal proceedings are concluded.

7.5 Matters under Standing Order 2 L (vii).

- Other local authorities: precept is from EFDC and we have a joint arrangement with Epping Town Council over dog-waste bins: no revisions needed.
- External bodies agreed
- No election this year so no further agreements needed as yet
- Insurance OK
- Employees – parish clerk is on the approved course for membership of CILCA
- Complaints procedure is published
- Freedom Of Information/ Data Protection Act approved
- Press policy operates via Parish Office – approved by Chair of Council

## **8. To note the dates of the meetings of the main Council Meetings for the year ahead (as previously circulated)**

Circulated and approved – next annual meeting date is provisionally set for May 26 2016 and the committee meetings as a whole will keep to the same layout as last year. All meetings to be open to the public.

## **9. Correspondence – Clerk’s Report**

- Re: Parking on Forest Drive. We had a meeting where NEPP representatives, Parish Clerk and Cllr Wood visited the site. Discussed ticketing for parked cars on the pavement – NEPP don’t have authority to ticket most cars there as it is unclear who owns that section of the pavement. (NEPP look at a standard pavement from the kerb and if the pavement changes/looks like it is not owned by Highways, they cannot ticket). They did suggest however that a potential way forward would be to put up pavement barriers to stop cars from parking there.
- Re: commuter parking on The Green. NEPP reps, Parish Clerk and Cllr Wood also visited residents on site. The residents were very upset that NEPP cannot offer a solution for the parking issues. NEPP explained that in most cases they aren’t allowed to ticket the cars because of various reasons, eg no raised kerbs. Residents had thought this was more of a meeting about getting yellow lines on the Green and felt they had been misled – it was explained that this is a Highways issue and residents are to bring a petition to Parish Office.
- Theydon Seniors summer party will take place on June 12<sup>th</sup> .
- Donkey derby will take place on July 12<sup>th</sup> .
- Declaration of Interests forms for Councillors have been circulated.

## **10. Community Centre**

10.1 No proposal as yet – we await both solicitors’ feedback as they are close to conclusion on pre-emption rights: the wording is to be agreed soon.

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

- 11.1 Council's Accounts for the Year Ending 31<sup>st</sup> March 2015 – Agreed.
- 11.2 Sections 1 and 2 of the Annual Return for the Council for the year ending 31<sup>st</sup> March 2015 – Agreed.
- 11.3 Internal Auditor's Report for the year 2014-2015 received and will be reviewed at the next Finance and General Purposes Committee, and report taken to following Full Council.
- 11.4 Payments since the last meeting – Agreed.

## **12. Planning Committee**

12.1 Update on recent Planning Applications reviewed by, and work undertaken by the Planning Committee: TfL case re. a proposed new station car park is still in limbo at the moment; we have an independent report from Fuller Long, which recommends refusal on grounds of safety. We await TfL's next move. Cllr Philip thanked Cllr Gooch for leading the Planning Committee so well at such a difficult time.

## **13. Highways and Environment Committee**

13.1 Update on Highways and Environment matters within the Village – Covered.

## **14. Community Liaison Committee**

14.1 Next event for Theydon Seniors – Friday 12<sup>th</sup> June 2015. It has been noted that we have an increasing, and encouraging, number of attendees from Frank Foster House at our events.

14.2 This year's Christmas Market will be on 27<sup>th</sup> November 2015 – arranged so as not to clash with the Epping market in the first week of December.

14.3 Doctor's Surgery: We are still on the case – Debbie, manager at The Limes, will come to meetings when NHS England has fed back to us. We are disappointed that there is nothing from them yet.

## **15. Cemetery Committee**

No new updates.

## **17. Reports from Representatives**

None

## **18. 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

## **19. 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**

- Resident commented on an increase in paved-over gardens in the village – some look good but others don't. Suggested that Parish Council could encourage people to design thoughtfully if they want to do this. It could even be part of the Neighbourhood Plan. Cllr Gooch advised that we always look at landscaping issues from a planning perspective, as it's all part of the applications that are submitted to EFDC. Landscaping is usually under conditions for plans. Cllr Philip concurred that we could put references to this issue in the Neighbourhood Plan – and that the Village Design Statement refers to front gardens. Rural Preservation should ask for conditions for landscaping when applications go in for new builds – we can liaise with Nigel Richardson at EFDC on this score.
- Details about Cllr Philip needed for village website – E Thomas to liaise on this matter.

- Resident asked if there are any new initiatives to be brought in by the Council in the year leading up to the next election. Cllr Philip said that this is active business and it's outside this meeting's remit to discuss it fully, but we have been mooting several new projects. If we attain Quality Council status we will have more scope – but not till next year.
- If any residents do have suggestions, council; agreed that we're happy to listen. Discussed briefly initiatives that have taken place.
- Resident commented that many people in Theydon Bois don't know a great deal about the Parish Council; suggested an ideas box. Cllr Philip said that the Chairman's Column in the Village News outlined things that are going on, and the District Council surgery is advertised and would also be a point for information. People seem fairly contented but we find out if they are not. We await the Local Plan and its subsequent feedback later this year.
- Residents raised on-pavement parking issues in the village centre and beyond: traders have done this and now shoppers are following suit. Commented that it's dangerous, unsightly and there should be more clarity and control over what can and cannot happen. Cllr Philip noted that this has been covered earlier – there are no regulations as to parking in this way, and NEPP are aware of the issue but it is not in their remit. Cllr Philip has discussed this with the Highways portfolio holder at EFDC so they are aware: legislation isn't very helpful and the situation is not ideal, but we will look into what we can do about it rather than what we can't. Suggested getting a surveyor from ECC Highways to see if we can use bollards and benches to create parking controls.

**20. Following Agenda items will exclude Public and Press**

JP

**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:**

None

**Meeting was closed by Cllr Philip at 9.26pm**

Signed: ..... Julie Taylor, Clerk to the Council

Dated: 30. 5.2015