



Theydon Bois Parish Council

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

Clerk to the Council: Miss 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 18th 2016

Councillors Present: Cllrs Philip (Chair), Gooch, Wood, Purkiss, Howard, Withers, Crook & Burn

Apologies: Cllr Hannibal & Julie Taylor (Parish Clerk and RFO)

Officers Present: Elizabeth Thomas (Assistant to Parish Clerk & Minutes Secretary)

375. Election of Chairman

375.1 Cllr John Philip proposed as Chairman of the Council by Cllr Peter Gooch. Seconded by Cllr Anthony Purkiss.

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

376. Election of Vice-Chairman

376.1 Cllr Peter Gooch proposed as Vice-Chairman of the Council by Cllr John Philip. Seconded by Cllr Anthony Purkiss.

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

377. Apologies for Absence

Cllr Hannibal & J Taylor (Clerk)

378. 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

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

Resident comment: Re. Highways – thank you for organising parking on the green. Suggestions for further considerations re.no-waiting regulations related to vehicles driving on the pavements as there is no room to pass with no-waiting rubric in place.

380. To discuss & approve the Minutes of the Parish Council Meeting held on 24 March 2016

Approved and signed as a true record.

381. Roles and Responsibilities/Terms of Reference/Standing Orders

381.1 To discuss the review process for the matters referred to in Standing Order 2 L (iii,iv& v): covered in Terms of Reference. Cllr Philip suggested that Finance & General Purposes Committee should review the Standing Orders and bring to Full Council. Agreed.

381.2 To consider and approve the membership of the agreed Committees for 2016-17: Agreed and new committee sheet (as it stands today – Planning Committee substitutes and three positions are to be arranged). Cemetery Committee is to be amalgamated with Highways & Environment. New Committee for Neighbourhood Plan is in place. Highways & Environment is to cover CCTV – Cllr Withers to lead, he and Cllr Philip to discuss.

381.3 To appoint representatives to External Bodies: Elizabeth Thomas to contact Youth & Community Trust to find out if they have update their constitution yet.

381.4 To report on matters under Standing Order 2 L (vii): Referred to Finance & General Purposes Committee.

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

2017 dates circulated and approved – some 2016 dates are being checked by Village Hall Bookings co-ordinator as there may be clash with other events.More soon.

383. Correspondence – Clerk's Report

- Essex County Council Consultation - Parking Standards, design and Good Practice and Strategic Environmental Assessment and Sustainability Appraisal. Consultation on review of Essex Parking Standards, Design and Good Practice 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal
- We have entered Village of the Year
- Donkey Derby Date is July 10
- HMRC have actioned the VAT repayment
- Junction 7a on M11 consultation is under way May 11 – July 6: notices distributed
- Centenary Fields programme, commemorating WW1 information distributed
- Dog breeding stud on Hill Road – this was passed by Licensing but we are in liaison with Planning about it as there are still complaints.

- Re: FW: FW: FW: Village Design Statement - Annual General Meeting due in June – provisional bookings made for June 7 & 14 to work on this (depending on availability of participants).
- Theydon Bois Tree Meeting: 2pm on Friday 27th
- Epping Forest District - Green Belt Review - Stages 1 & 2 The Green Belt Review – Stage 2 report will be published alongside the Draft Plan Preferred Approach consultation document in the Autumn.
- Green cutting programme in full swing
- Referendum notices received and up.
- Declaration of Interests forms for Councillors have been circulated.

384. Finance and General Purposes Committee

384.1 Approval of the Council's Accounts for the Year Ended 31st March 2016. Approved. Internal Audit report also OK. Cllr Philip observations: funds are up since last year, Section 106 money, to be spent on archive storage, is included in this. Youth & Community Trust and fencing disposal affects figure too. Borrowings are down.

384.2 To receive and approve Sections 1 and 2 of the Annual Return for the Council for the year ended 31st March 2016.

384.3 To note receipt (if received by next week) of the Internal Auditor's Report for the year 2015-2016 to be reviewed in the first instance by the Finance and General Purposes Committee

384.4 To approve payments since the last meeting: Approved.

385. Planning Committee

385.1 Recent work of the Planning Committee covered in Annual Parish Meeting. Update on proposal for dog stud at Hill Road: Cllr Gooch escalated this to head of planning at EFDC and asked for criteria over change of use. Six dog rule usually triggers a planning application for change of use automatically – refer on case by case basis. More soon.

386. Highways and Environment Committee

386.1 Consultation on the Green: Cllr Purkiss described the unfolding scenario over the last 18 months regarding the constant stream of commuter parking. A petition led to a consultation and there is now a proposal to install yellow lines (Cllr Purkiss briefly explained where these will go and where spaces will be left – the full proposal has been circulated). There is no perfect solution, and there are still issues to consider (including a school coach which picks up by the Baptist Church). The compromise, however, is acceptable and we will do the best we can with what we have. Parking for shopkeepers in the area is also important.

Cllr Philip: we can't get double yellow lines on all sides, and not all of the houses have driveways. We can go to NEPP and suggest the scheme is reviewed properly once restrictions are in place.

Cllr Purkiss: let's ask City of London to indent the lower end of the restricted zone: action: to write to the MP to ask City of London for an indentation.

Cllr Philip: Action – to write to NEPP and tell them to go ahead with the proposal and ask for evaluation of effectiveness after 6 months.

386.2 All other updates covered in Annual Parish Meeting.

387. Community Liaison Committee

387.1 To note the next event for Theydon Seniors – 10th June 2016. Guest appearance by Theydon Bois School Choir.

387.2 To note Christmas Market -2nd December 2016. Action: to write to City of London to ask formal permission to put the Christmas Tree on the Green. Must reserve the tree early.

388. Cemetery Committee

Amalgamated with Highways and Environment Committee.

389. Reports from Representatives

Cllr Wood: Buses –all new correct timetables are up at the stops, AW has distributed timetables she had delivered, as have the Office staff.

390. 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.

Cllr Philip: We have had two expressions of interest from prospective councillors to be co-opted. I will see them and let all Members know. If both agree we can publish details and the next stage will take place at next Full Council. Discussion to follow shortly.

Cllr Gooch: CCTV: there are ongoing queries about the system. Last meeting, we put forward £2000 for proposed funding: I have some costings and it is more than £2k. However this is a priority – a forum on this subject to follow, and the funding issue can be presented at Full Council. Cllrs Gooch & Withers to liaise via Highways Committee and report back at Full Council. Also please raise CCTV issue at EFDC.

Cllr Purkiss: Community orchard – there have been issues over ownership of land, and rights over land with ECC Highways. Suggested to talk to EFDC and bring the proposal to the next meeting: Cllr Philip will discuss with Alan Hall at EFDC.

Cllr Wood: BT phone exchange – the fence was broken: we are calling Maintenance.

Office Staff: reminder to all returning Councillors and information for all new Councillors: please let the Parish Office know if you will be absent from a meeting and copy that message to all councillors on the committee concerned.

391. 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 comment: parking on the Green – commuters are displaced on the grass side and many are illegally parked. Ideas of how to keep residents amenity were aired. School coach and coach trips from Baptist Church – suggested they use the bus stop on Piercing Hill as it would be safer. Resident has already spoken to City of London on this issue.

Resident comment: Single yellow line down Poplar Row: nobody ever goes there but the lower green is full of parking. Ambulances have problems there. Cllr Philip sympathised and assured that

the proposal in progress is a step in the right direction, we have also liaised with police inspector at Loughton and they will visit.

392. 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 8.58pm

Signed: Julie Taylor, Clerk to the Council

Dated: