



Theydon Bois Parish Council

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

Clerk to the Council: Mrs Caroline Carroll

Minutes of the Parish Council held at The Village Hall at 8.00pm on Thursday 30th November 2017

Councillors Present: Cllrs Philip(Chair), Gooch, Purkiss,Phillips,Hannibal& Wood

Apologies: Cllrs, Howard,Burn & Crook.

Officers Present: Caroline Carroll (Parish Clerk); Elizabeth Thomas (Assistant Parish Clerk)

Cllr Philip welcomed everyone to the final Full Council Meeting of 2017

571. Apologies for Absence

Cllrs Howard, Burn & Crook.

572. To discuss and approve the Minutes of the Parish Council meeting held on 2nd November 2017

Signed as a true record

573 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

574. Public Participation Session related to items on the agenda

None

575. Correspondence – Clerks Report

- Mr MA Emmett has received all our correspondence, he had an additional query with regards to the length of the temporary restriction (currently 18 months) I informed him that having spoken with NEPP we understand that at this point they will review and consider if this is made permanent and the views of the public and the local council will be considered. The current restrictions seem to be working and Abridge Road is much safer.
- CCTV I have asked Craig for an update in preparation for a handover. He will deal with Essential and forward us a report re. how to progress. JP: it's being fully serviced this week, we are funding this (see payments).
- Christmas market update – 16 stallholders / wording of the flyers has been corrected to say the lighting of the tree is at the Village Hall and not the Village Green. This has also been communicated to the school. Tippy / Sue Sowerby have updated the Facebook pages and Jim the village news page. Shopkeepers are all on board GH to talk with everyone again on Tuesday for final details. We need more helpers– currently there are 6 and we need 10 for the market.
- Theydon Seniors event update – currently 51 attendees (including staff from the homes). The community bus company let us down this week due to volunteer drivers no longer being available. I have a list we will need to pick people up between ourselves. The FF home have organised their own transport as have Woodland Grove so there are 13 individuals (7 RD and 6 others to be collected). Food has all been ordered and will be collected tomorrow morning and delivered today. Helpers include Joyce Hammond, Sue Warren, Heidi, Annie, Mike, Annie myself and Elizabeth. MH: VAEF have a self-drive bus we might consider another time.PG: I can help with pickups if you like.

- Brought to our attention by a resident in Sidney Road that the markings on the two disabled spaces outside Butler and Stag are no longer visible. We have contacted ECC who already have a report from another resident so it's logged and in their system to repaint these – this could however take up to 18 months as considered non-urgent.
- Mr Vankad –informed him Cllr Philip is available Saturday 2nd December in the Queen Victoria, 11-12noon.
- School Christmas cards judged, winners decided and JP and myself will present the prizes at the school and certificates to the winners on Monday 4th Dec 10.00 am.
- Christmas collection rota – Sat 9th revised, please let Office know any changes - if you are happy please note your slot
- John Eaton has emailed some photos, Ruth came into the office last week to mention the state of the kerbs in Purlieu Way – particularly outside Jonathan & Sarah Eaton's house. AP has had a meeting with highways last week and this has been noted. Jon said he did enquire as to the use of smaller refuse lorries as with the commuter parking some are just too wide to go down the road without damaging the kerbs. The only other option he can see is parking restrictions being implemented. Informed John Eaton that I will raise this tonight for discussion and possible way forward.
- Jake Lee – have spoken to Jake regarding a new PC website and this is something he can definitely assist us with and maintain monthly for us – this fee would be around £300 per month and the PO would be responsible for sending Jake all the information. He will also have a twitter and Facebook page that can be used alongside the website in this cost. I would like to see it cheaper and maybe a price for building the site and then a separate cost for maintaining it. Rob Philips is also looking into alternative suppliers.
- Virgin media account – we were notified during the summer that the Account could no longer be supported under that service and it was to be moved to a new service so there are therefore not willing to give us any compensation for the 7 weeks we were offline. However, the old account had a credit of £185.85 which they have now taken off the new account leaving a balance of £64.92 which we need to pay immediately (cheque to be signed off tonight). The next direct debit will then be Dec. I asked about a wireless router, there is no benefit of this for the office at the moment.
- Christmas Tree - Spoken to Joyce Hammond regarding tree location given she had donated a significant amount. She did say could it go next to the noticeboard I said I doubt it now at this late stage. She is concerned the hedge will hide it but grateful for the call and concern.
- The total money raised is £1030.00 - £530 from the villagers this money has been banked this week.
- Tree is being delivered 6AM on Sunday and the lights 10.00/10.30 on Monday.
- HMRC – Greville kindly came into the office yesterday for another 2 hours we made good progress with the 15/16 issues. The problem is that all the figures they have are at 0.00 for the whole year. We therefore need to do an Early Years update - go back and input what HRMC hold and you then input the correct figures. This will mean analysing the whole years payroll – Greville will return to help w/c 11th December after all the Christmas events are out the way. We should then be back on track. We need to purchase Greville something to give him when he comes back in.
- PAT lease – the PAT team have now appointed a solicitor to sort out the lease that they need in place for Friday to enable them to obtain the grant of £25K. We now have a final draft to sign off by two councillors at this meeting, John Worby can then proceed and they can put the grant through. We need to discuss lease term; JP has suggested 25 years and not 10. John Worby has strongly advised against the 99 year lease that PAT have suggested. Everything else on the contract looks to be fine; no further issues from John Worby.

576. Finance and General Purposes Committee

Cllr Hannibal commented:

576.1 Update on Finance & General Purposes matters since the last Meeting: Budget has not been circulated in full: the first draft is being collated and checked and will be distributed via email. We may have an extraordinary meeting to work on this before precept request goes in.

576.2 To approve the payments made since last meeting: Payments approved.

576.3 HMRC: The issue is still live. Greville is helping, and we have spoken to HMRC and know basically what we must do now. The culprit is an issue dating back to 2015-16 and we will submit an EYU with the right figures. Greville & Clerk to revisit (covered in Clerks Report).

576.4 Chairs of Committees Budgets:To be confirmed in full. We need to decide the figures for these. CCTV – there is a Section 106 option for this. Please send all raft budgets to Cllr Hannibal at the earliest opportunity.

577. Planning Committee

Cllr Gooch commented:

- **Applications:** This has been a quiet month –12 applications received.
- **Those which have caused concern and we have objected:** Lillicroft Nurseries, Rozel, Oakbank. Oakbank has been reviewed. PG to check if TBPC is all right to withdraw objection at Plans East at EFDC on Wednesday.
- **16 String Jack:** work begins early 2018. 8 2-bed flats will be built, £500K - £700K in price.
- **26 Piercing Hill:** EFDC to challenge appeal due to inspector's reasons not being sound.
- **Neighbourhood Plan:** this has begun, we got a profile from RCCE with some basic information. Very interesting! For example, Theydon Bois has 4060 residents in 1615 homes, 245 are single pensioner homes, 1065 inhabitants have degrees.

578. Highways, Cemetery and Environment Committee

Cllr Purkiss commented:

- **Pavements:** a very positive meeting with Highways rep and Cllrs Purkiss & Gooch last Thursday, to discuss match funding to see if they could instal more pavements. Particular areas – Coppice Row; Loughton Lane from The Green to Graylands; Purlieu Way. Purlieu & Loughton Lane may have more success. ECC have more funds in a capital budget for pavements, wait and see what happens.
- **Communication:** we need a better mechanism from Highways so we know what they are grading for priority, so we can put forward our case better about roads etc. We want to know who to access to get answers to our questions. JP asked Chris Whitbread to put this to Local Highways Panel – will do. AP requested it put to Cabinet too. Will move this forward in 2018.
- **New Clearway:** noticed there were lots of posts with no signs!
- **Fingerposts:** we have taken advice from East Langston PC – they said they insure their fingerposts, via the parish policy at Zurich Insurance. We have insured ours now – they are worth £1500 each!
- **Cemetery & Allotments:** there have been trees down which had to be tidied up, hedges done and earth banked up in the compound.
- **Road to Allotments:** it needs work but it is an adopted road, and doesn't fit LHP criteria - Chris Whitbread to take this to Highways and feed back to JP.

579. Community Liaison Committee

- **Christmas Market:** covered
- **Christmas Tree:** covered.
- **Seniors Party:** covered.
- **Town Twinning:**No update as yet – more next year.
- **Security & Crime:** CCTV update: We have been promised a detailed report by Tuesday of next week. At present, Theydon CCTV has been fully serviced this week. One camera outside the Bull has had an aerial knocked off which is being replaced. In general terms the CCTV has been effective with footage requested and utilised whenever it has been needed. CCTV in the playground and the older cameras outside Tesco Metro will need updating/replacing at some point. Havering-atte-Bower have not yet made contact re. this - they have been sitting on this for about 18 months or so apparently but appear to want to use Theydon Bois as an example of good practice moving forward. Essential are chasing them up on our behalf.

580. Any Other Urgent Business for Report (without decision)

- Cllr Philip suspended Standing Orders due to a matter of urgency: Playground at Theydon Lease: they are applying for a £25K grant, and need the lease by the end of the week. We need to approve lease for this to progress – 99 year lease suggested as was 10 year – too long and too short, so JP suggested medium term of 25 years which is a reasonable length and fits lifespan of the equipment and possibly the PAT committee as it is now. John Worby the solicitor is happy with this, proposed to sign lease – all agreed. If it goes forward it will be reviewed accordingly – PAT lawyer reviewing it. JP and PG signed the lease.
- Bus Services: confirmed last Friday that the 418 bus is reprieved till March 31 2018, it will run in its present format till then, Cllr Wood has worked intensively on this with ECC, EFDC & Galleon Travel. We have informed Epping TC and Abridge/Lambourne PC and notices are up in the village. Chris Whitbread said to make sure it continues after March – meetings took time to set up. JP – it is a great result, thank you very much Cllr Wood.

581. Public Participation related to items not on the agenda

- Village Postal Address: resident says it reads Theydon Bois, Epping – which is odd for so Large a village community. Could be due to Epping being the sorting office – but residents are free to put Theydon Bois as their city and skip Epping!
- Christmas Trees: Resident says the trees at car park entry at Village Hall look lovely. Our Christmas tree will also be at the Hall (delivery Dec 3) and will be bigger and better than last year – lights delivered Dec 4 and lit on Dec 8.
- JP suggested that we keep reviewing the Christmas tree situation and perhaps form a village committee to deal with it, as has been suggested recently.

582. Following Agenda items will exclude Public and Press

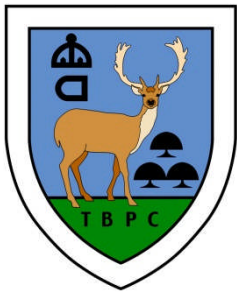
- None.

Councillor Philip wished all attendees a Happy Christmas & New Year and closed the meeting at 8.37 pm

Caroline Carroll
Clerk to the Council

Councillor John Philip
Chair of the Council

November Finance and General Purposes Minutes below.



Theydon Bois Parish Council

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

Clerk to the Council: Mrs Caroline Carroll

Minutes of the Meeting of the Finance and General Purposes Committee of Theydon Bois Parish Council held at the Village Hall at 8.00 p.m. on Wednesday 22nd November 2017

Councillors Present: Cllrs Philip, Hannibal, Crook, Gooch, Howard & Philips
Officers Present: Mrs Caroline Carroll (Parish Clerk)
Apologies: None

50. Apologies for Absence

None all present

51. Confirmation of Minutes for the meeting held on 18th January 2017.

Signed as a true record

52. 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 reported.

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

No public present

54. RFO/Clerk's Report

- RFO training Great Dunmow, two weeks ago very useful. Main point - We only really need two bank accounts – one current and one savings / investment type account NS&I was recommend as its government backed Cllr Crook to look into this.
- Fiona Dodd – holiday pay – we can now raise cheque to be signed at next full council for Fiona's holiday pay for 2017. I also noticed Fiona was paying 40% tax and should only be paying 20% I advised her to contact the tax office and she has been on the wrong tax code since 2014. This has now been amended and notification received from HMRC.
- Barclays Account - Form delivered to Barclays Loughton on Friday 3rd November for online banking to be set up - I have now heard back to say they were missing details from Cllr Anthony Purkiss. AP has now completed and signed the form and it was returned to Barclays today (22 Nov).

- Barclaycard – there is still no word on additional card for MH however we have an outstanding credit of £59.00 this is due to a DD being taken and also a cheque being raised. Just need to spend this to get the account back to £0.00. CC to chase Barclaycard
- Christmas Market – 14 stalls confirmed and paid and 3 more awaiting payment. £210.00 income currently from this.
- Virgin Business – the DD had been cancelled for some reason – this could have been due to all the disruption during the summer. We therefore now owe them £250.77 which is the amount outstanding to date. Our next DD will be Dec and this is now set up. It was suggested CC calls Virgin to discuss reducing this bill given that we were not connected for 7 weeks during the summer. We also need to look into a wireless router. Action by CC.
- Fingerposts to insure – Zurich have been asked to insure the posts for £1500 each – these will then be added to our policy with no additional premium.
- Budget items for office – MH agreed £4,000 for next year for additional office costs. The office requires new printer that can also scan and photocopy, new desk chair for Elizabeth, shredder, laminator, and paper trimmer.
- Bank recs until 1st Nov are balanced
- Signatories needed for the Unity Trust account to allow MH & CC onto account but no online banking is to be set up.

55. Christmas Tree

Christmas tree quote - £1975.00 for tree and £2253.00 + VAT for the lights. To be positioned at the Village Hall w/c 4th December ready for the lighting ceremony on the 8th.

We need to start looking at next year early as January for the Christmas displays. Suggestions were a committee outside of the council (but with one PC rep) who would look at fundraising for this throughout the year similar to Abridge. The problems this year were mainly time restraints by difficulties for arranging power on the green and not being permitted to take from the crossing nor by cable from Tesco secured via a tree. The only practical option for the green was a tree of the same size as last year with the same type of battery lights. The original location of the sleeved hole on the green is 13 metres from the road which would then prove very difficult to manoeuvre a truck and normal crane (max 5 metres) onto the green (a licence would also be needed according to the CofL and they would not grant permission for a truck to go onto the green). We would need to hire a significantly larger crane and would still have the same issue with the weaker battery lights. We will however look at the Green as a location for the tree for

next year and with enough advanced planning and possibly a separate committee it should be feasible.

If we were to put lights onto the trees in Forest Drive the cost is huge – around £5K per tree and we would then run into problems with pruning and permissions. Another thing to consider is the trees at the top of the shop fronts similar to Epping where we already have brackets available – this should be quite straightforward given there is already a power source. We would just then need permissions from the shop owners.

56. Interest rates

Interest rates have increased since our last finance meeting; we then need to consider how this will affect our Unity Trust Account and smaller account with Barclays.

HMRC update

HMRC – We are showing discrepancies with HMRC for this year still even though the system has been rolled back and all the data entered properly. I have spent another hour today speaking with them but this time I actually think we are getting somewhere with it. The lady I spoke to has put a notice through to say we have done the necessary work our end and we can't see why there are still 3 months in this financial year that are still showing as not submitted. She is looking into and there is a flag on the account so no penalties are now to be issued. I have also asked Greville to come back in next week so we can call HMRC and find out exactly what we now need to do. **We need to arrange a gift ASAP.**

56. Budget 2017/18

MH went through the budget by each heading. Main points are:-

Income

Cemetery Income is very low this year at £6520 currently to date. CC to ask FD why this is and if we are still owed money that has not yet been paid. *However, CC then received 3 cheques for totally £4900 from FD on the morning of the 23 November which takes our current cemetery income to £11,420.*

Interest received – budget is £250 but we are not receiving interest at all given the rate change however we would look at reducing this to £100 for next year.

Donations received - This year Christmas Tree fund - £500 from Joyce Hammond, £112 (as of 15 Nov) online fund and £400 from the fund arranged by Tippy Cornish from the residents.

Expenditure

Admin

Office Costs – will be increased to £4K for next budget to cover the new equipment for the office.

Travel expenses to be increase to £100 for next year

Cemetery

There are 3 cost centres – gardener, hedge cutting, maintenance – how it has been allocated is not clear currently. CC to review invoices and try to amend – particularly £4294.00 charged to grass / hedge cutting where no budget was allocated here – main budget (£4070.00) was put to gardener currently only at £1750 YTD. JP – EFDC could possibly be asked to bill us directly for cemetery. CC to also check staff costs.

Finance & GP

MH seemed to think the 106 Agreement top up should be somewhere for £1200. JP does not recall – MH to check back through emails.

Audit fees – can these be broken down into external and internal audit.

Bank charges – currently at £0 CC to check through accounts and put through charges – unity trust.

Insurance increased to £1750 for next budget. War memorial is currently insured and it was suggested by PG that we have this cleaned up for the WW1 Anniversary next year

Legal Fees – to remain at £1000 for next budget

Payroll – CC to check payroll and estimate for next budget – based on last 3 months. MH suggested there could be a review which would need to be taken into account.

Election Costs – MH has acclimated £3200 for a full election, should we need to in 2018 this will remain at £800 for the next budget.

Barclaycard Commercial – CC to check £189 charges against this. We need to also check the annual fee.

Highways & Environments

Allotment budgets to remain same as last year unless AP confirms otherwise. CC to check £55 charge against 'Allotments Other' cost centre

Infrastructure – remain at £7000 for the next budget

CCTV Equipment –report expected from Craig Withers before full council next week but figures will remain same for next budget. PG mentioned the cameras are not working at the allotments. CC will mention to AP. The 3 year contract for the CCTV is possibly running out next year – we need to consider who will take over CCTV project following report from CW. Need to decide this at next full council.

Highways maintenance - PG commented on bus shelter that needs repainting next year this will need to be considered with the budget. AP to give his figures to MH.

AP also involved in tree planting initiative with the tree wardens – JP supported budgeting £2K against this for next year. Buxton road will have 4 trees replaced amongst others that are being planted around the village.

Planning

Considered if we carry forward £20K from last year for the local PG was in agreement of this. We then agreed to budget £10K for planning advice. JP – Only reason advice budget may increase is if the housing allocation for the area is increased to 20,000 from 11,000.

Community Liaison

Our Christmas tree costs this year are £5,000 (inc VAT) and we then expect the costs to be around £3,500 each year as we have now bought the lights which will also fit a 30 ft tree. The PC will fund the tree but we will seek to do extra funding for additional lights in the village.

A discussion was then had around the uses of Facebook / advertising / Everything Epping Forest and online in general. JP feels we are not using these as we should be and completely missing our audience. We do very little online marketing and the website in its current form is not attracting people. It was suggested we look at a new website specifically for the PC and have allowed up to £5K in the budget to get one designed and up and running and also have it maintained externally. The office would then need to ensure the provider receives the necessary

information each week so the website is kept up to date. We also need to look at Facebook and twitter. Many people don't read the noticeboards and are therefore missing information – particularly planning matters/ events etc. CC to talk with Jake Lee about initial costs to confirm a final budget figure and what we can do. Rob Philips volunteered to manage this alongside the Parish office.

57. VAT Return

No action, the next return to be done in January / February when it has reached a sufficient amount.

58. 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.

59. Date of next F&GP Committee Meeting

Wednesday 17th January 2017

60. 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:

None

Cllr Hannibal closed the meeting at 10.25 pm

Signed on behalf of the Committee as a true record

Councillor Mike Hannibal - Chairman

Dated: