



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 2nd November 2017

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

Apologies: Cllrs Philip, Howard, Phillips & Crook.
Cllr Withers resigned from the Council on 18th October 2017

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

559. Apologies for Absence

Cllrs Philip, Howard, Phillips & Crook.

560. To discuss and approve the Minutes of the Parish Council meeting held on 28th September 2017

Signed as a true record

561. 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

562. Public Participation Session related to items on the agenda

None

563. Correspondence – Clerks Report

- Parish Office received a housing allocations scheme proposal from EFDC which has been circulated to all councillors. We will need to comment on this proposal by Tuesday 2nd January. Cllr Burn suggested this is probably not a planning matter more residents association: Rural Pres and TBAG to also consider.
- Mr Emmett from Hill Top, Abridge Road has requested by letter under Freedom of Information Act, all correspondence regarding the current commuter parking issues on Abridge Road. Parish Office staff printed and sent copies of emails, and minutes of meetings where this issue has been discussed.
- CCTV: Craig Withers to prepare an update in preparation for a handover. He will liaise with Essential Security and forward us a report as to what we now need to do in the future.
- Sue Warren has contacted the Grounds Maintenance team at EFDC regarding the dead ash tree in Morgan Crescent. She has suggested this needs removal: we await a response from EFDC.
- Tony Ames reports that a Landmark copper beach tree in Hill Road is diseased; he has had a second opinion from EFDC and it will need to come down.
- Mr Vankard (119 Theydon Park Road): Requested a meeting with Cllr Philip; Cllr Philip to contact him.

- RBS training: Clerk attended this week, it was very useful. Clerk has now analysed the system and payments for the whole of the financial year so far. The budget is now up to date on RBS system so we do not have to use the excel spreadsheet. All payments and receipts have been inputted and all bank recs are done.
- HMRC: rolled back for Fiona as it appeared incorrect, and we were informed of more penalties unless submissions were all sent through. More to be done on this, we will update as and when.
- Bank Accounts: Barclays online has been set up and just awaiting login details. Clerk can now set up online transactions although not process them – Cllr Hannibal to authorise everything that goes through the system.
- Barclaycard: the form is with Barclaycard for a new card to be issued for Cllr Hannibal.
- Resident comment regarding commuter parking in Hill Road: also the hedge that runs along Theydon Park Road belonging to (we believe) number 12 is forcing people onto the grass verge and will need to be cut back. AP has been informed; Parish Office has written to the owner and await a response.
- PAT lease: PAT officials, John Worby the solicitor and Councillors are working ensure the lease is correct for PAT application for a grant from Biffa.
- Incident: Resident on Woburn Avenue had her windows smashed during Halloween - reported to police.
- Incidents: fireworks thrown at the chip shop and Tesco during Halloween.
- Poppy wreath in Parish Office: reminder of Remembrance Service at St Mary's on 12th November.
- Trees in Forest Drive: we wanted to light them for Christmas. Cllr Howard said they are to be pruned, but he advises this should not happen before lights go up. He is discussing lights next week, Cllr Purkiss to comment.
- Antivirus software for Parish Office: more soon.
- Heating Oil club: suggestion from Cllr Philip to advertise this in village – flyers are up.
- Christmas market stalls: 7 paid 4 confirmed – school PTA will send more contacts, we are hoping for around 16 stalls. Flyers and posted are now in office ready for distribution. Parish Office to go back to shopkeepers to find out what they are planning to do – we have confirmed the Barbecue from Q&E.

564. Finance and General Purposes Committee

Cllr Hannibal commented:

- 564.1 Update on Finance & General Purposes matters since the last Meeting:** Thanks to Clerk for progressing with financial administration.
- 564.2 To approve the payments made since last meeting:** Payments approved. Suggested new equipment for Parish Office – printer and chair – more soon.
- 564.3 HMRC:** We await their response next week to confirm where we stand. The system has been rolled back for 2016-2017 and 2017-18 but there are still issues with 2015-16 and we will need their assistance to remedy this.
- 564.4 Playground At Theydon update:** Their funds are currently at £84K – we will meet with them again soon.
- 564.5 Budgets:** FAO all heads of Council committees - Please send your draft budgets over to Cllr Hannibal at least a week before the next Full Council meeting (November 30th 2017).

565. Planning Committee

Cllr Gooch commented:

- **Local Plan:** Cllr Philip is making progress with this and it will go to Full Council at EFDC December 14 2017. Once published it will have a 6-week window for comments. A pragmatic approach is being taken especially as a potential Government consultation paper is coming re. more housebuilding. The Department of Environment has to accept the submission so we are far away from the conclusion of the Plan.
- **Belgique:** application for the wall outside the café in Forest Drive to remain. Cllr Gooch spoke at EFDC Plans East about this – however it went through but they were told to increase the lighting around the wall within 6 months. It is still unclear who owns the frontage of the shop; we know the shopkeepers don't but it is not proven who does. EFDC advises that if the owner cannot be traced, notices cannot be issued regarding the frontage.

566. Highways, Cemetery and Environment Committee

Cllr Purkiss commented:

- **Tree wardens:** a very positive meeting took place in Epping, attended by Cllrs Purkiss & Burn as well as wardens. A £5k legacy has been left and is intended for oak-tree planting across the district. Views on types of oak are welcomed! Cllr Burn suggests red oaks.
- **Trees in Theydon Bois:** we await EFDC action on replacing chestnut tree on the Green by Loughton Lane. A field maple has been considered for this. We also need confirmation of the winter planting season.
- **Mapping:** Cllr Purkiss has been in contact with Curio XYZ who do electronic mapping of trees in districts. Chris Neilan at EFDC would like Theydon Bois PC to consider involving it with the landmark trees project as a tool on their website. It is an interesting and positive concept; XYZ will go to the district council and sell them licences for a year to add the district's trees to the map, which the public can then access via an app.
- **Refurbishment:** Railings and bollards outside Tesco have been painted.
- **Highways:** noted that we don't have a local contact to refer to about issues, eg potholes – and the problems can be exacerbated. For example a huge pothole in Loughton Lane was repaired but made worse, and more dangerous: it was sorted out eventually but there needs to be proper ownership of highways issues and decent engineering in case of problems. Ringway have been very helpful, but there is no one contact to take our input to and to get feedback from.
- **Allotments:** Good news here, more people are taking them up, plots are being cleared and it looks good.

567. Community Liaison Committee

- **Next meeting:** Scheduled for Wednesday November 8
- **Christmas Market:** We need more stall holders – all suggestions and encouragement welcome. School have received flyers, we are distributing posters and talking to shopkeepers all the time. Santa has confirmed, road closure is arranged, entertainments have been booked and we will check they are OK to appear.
- **Christmas Tree:** Suppliers have been alerted (they are in Norway with the "stock" at the moment). We had a 20 foot tree last time; we can get at most a 25-foot tree from Didlington's. It was suggested to ask suppliers to send a 30-foot tree direct from Norway – we await their feedback. Default is a 25-foot tree any way. The tree "hole" on the Green is deep enough to take the tree and we are going to get a cover for it, with astroturf on top to blend with the green.

- **Christmas Fayre electricity:** we will meet person responsible for Epping lighting next week to start arranging this. We aim for better lights for the tree and would like lights on Forest Drive trees (dependent on pruning situation) – residents are making a collection to contribute to this.
- **Town Twinning:** This is a very serious and involved issue, requiring a lot of steps and actions, and we will need to put funds towards it. It is a long process and cannot happen overnight. We need more detailed information from Le MolayLittry (the French village) and to put something in Village News saying we have been approached for this opportunity, with some history and visuals and a note from the French contingent. Parish Office to ask Rosie Piggott, the liaison officer in Le Molay. The idea of potential twinning will need to be pitched to various individuals and bodies, and Cllr Gooch suggests talking to the Epping-Eppingen committee for research. More updates to follow.
- **Security & Crime:** We await Craig Withers' update and handover report. Also need a representative to take this issue on as their remit (suggested that it should not be Highways Committee: Cllr Hannibal advocated that it should be a Community Liaison member) and be our liaison officer with Essential Security. As seen in Clerks Report, there were some very frightening incidents on Halloween 2017 – fireworks thrown in two shops and an elderly resident badly shaken by having her windows smashed. The youths concerned are suspected to have come from outside the village - police were involved and we could ascertain if CCTV shows anything.

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

- **Bus Services:** there has been talk of the 418 bus being cancelled. It has already been cut from hourly to two-hourly. Cllr Wood spoke to the bus company who confirmed that the service will cease on December 30 2017... and to ECC transport section who knew nothing about it. Cllr Wood is seeking to liaise with ECC's Chris Whitbread over this; apparently he and Cllr Philip are composing a letter regarding the bus issue.

569. Public Participation related to items not on the agenda

- **Trees:** Silver birch tree on Dukes Avenue has shed lots of seeds everywhere – very messy. Tree warden advised that the resident should speak to the street trees team at the Parks Department.
- **Web Site:** News team to take Cllr Withers name off the site now he has resigned.
- **Seniors Event:** may we have posters for this? Parish Office to design.
- **Road Closure:** please can village news have the road closure details? Parish Office to forward these to Jim.
- **Oak Tree Walk:** resident says it has been improved, but the bank is still cracked. Cllr Purkiss to inquire and feed back.
- **EFDC Representation:** query as to who speaks on behalf of the village at District if Cllr Philip is answering questions: suggest Cllr Sue Jones.
- **Local Plan and Development:** Query if any of the village's site promoters have been to development forums – advised that there will be no more of these until after Christmas. Cllr Gooch advised that we need to see how the village would be affected and that we have funds to use in case we need to get a planning consultant to assist with anything. The public consultation is coming, and we also look to getting a community profile. Cllr Purkiss asked if we could put a stipulation that houses should go to younger people with a local connection.

570. Following Agenda items will exclude Public and Press

- Token of Appreciation: Greville has been helping the Parish Office staff since the summer with various financial, payroll and tax issues that have arisen: his assistance has been wonderful and we propose to give him a present to acknowledge this if he will not bill us for his time. Agreed – vouchers and a bottle, Cllr Hannibal to go and see him.
- New Councillors: we have some potential co-optees. Cllr Hannibal suggested that we bring them on board for a year and see if they are suited to the role – it might encourage younger people and help them to commit to committees. Cllr Purkiss suggested seeing if the candidates had a particular useful skill, interest or achievement that they could bring to the table. We need people who will be able to participate - Cllrs Gooch and Burn advised that peoples circumstances change and life-work balance has to be considered too. The May AGM is the time to change or sign up to committees. Agreed to discuss this again at next full council when more councillors are present.
- Councillors: Noted that we are two councillors down from our full quiver and if we have another resignation we will have to hold an election.
- Commemoration of the end of World War 1: it is a good idea but we don't have the resources and volunteers to hold any events, especially as we will be dealing with the Local Plan and Neighbourhood Plan, among other issues, in 2018.

Councillor Gooch closed the meeting at 9.40 pm

Elizabeth Thomas
Acting Clerk to the Council

Councillor John Philip
Chair of the Council