



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 25TH May 2017

- **Councillors Present:** Cllrs Philip, Gooch, Hannibal, Howard, Wood, Phillips and Burn
- **Apologies:** Councillors Purkiss, Withers & Crook
- **Officers Present:** Julie Taylor (Parish Clerk & RFO), Elizabeth Thomas (Assistant Clerk)

506. Election of Chairman

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

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

507. Election of Vice-Chairman

507.1 Cllr Peter Gooch proposed as Vice-Chairman of the Council by Cllr John Philip. Seconded by Cllr Annie Wood.

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

508. Apologies for Absence

Councillors Purkiss, Withers & Crook

509. 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

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

None

511. To discuss & approve the Minutes of the Parish Council Meeting held on 18th May 2016

Cllr Burn said May 18 was a Wednesday not a Thursday. Otherwise approved and signed as a true record.

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

Cllr Philip encouraged councillors to undertake Code of Conduct training if they can – councillors should do the course once every term of office.

512.1 Terms of Reference of committees agreed. Finance & General Purposes Committee should discuss the Standing Orders and bring to Full Council. Cllr Burn pointed out changes to public participation rubric at Full Council –this will feature at Finance & General Purposes.

512.2 To consider and approve the membership of the agreed Committees for 2017-18: Agreed and new committee sheet circulated. Cemetery suggested to become standalone group again – it needs to meet regularly. Suggested to have it on same night as Highways Committee but different personnel and agenda. Cllr Philip advised to look at terms of reference re. separating committees and bring it to full council.

512.3 To appoint representatives to External Bodies: agreed & list to be circulated. No notification of changes to Youth & Community Trust. Cllr Gooch was approached to be a rep: he is already a trustee. Cllr Philip propose Cllr Gooch as a rep and will find out if we should have two reps.

512.4 To report on matters under Standing Order 2 L (vii): Referred to Finance & General Purposes Committee: no changes since last year

Insurance policy: a year is left on this.

Complaints /Freedom of Information/ Data Protection: One request under Data Protection, went no further.

Press: we now have Everything Epping Forest media service.

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

2018 dates circulated and approved. To update with Christmas event dates. Note: please find out date of EFDC annual meeting to prevent clash with our May annual meetings.

514. Correspondence – Clerk’s Report

- We have entered Village of the Year: judges were here on May 12. Thanks to George Howard and to Jim and Peter who attended the meeting.
- Donkey Derby Date is July 9
- Green cutting programme is in full swing: thanks to EFDC
- General Election notices received and up: election June 8
- Declaration of Interests forms for Councillors have been circulated: if your circumstances regarding interests have changed since last year please fill in and return to Parish Office.
- Fences have gone up at BT building – an asset to the village.
- Notice at the duckpond from city London re feeding ducks due to go up soon: we don’t have a definite date as Nick Baker our usual contact is off on long term sick. We’re still awaiting feedback from his stand-in Martin Whitfield.
- Theydon Seniors Summer Party scheduled for June 9
- Stall at the Donkey Derby: the Parish Council has a stall here on July 9, very good fun and very good PR. All are encouraged to attend; please be in your positions from 11.30am
- Theydon Bois School recently celebrated their 60th anniversary of the current establishment – congratulations

515. Finance and General Purposes Committee

515.1 Approval of the Council’s Accounts for the Year Ended 31st March 2017. Approved. Internal Audit report also OK. Noted that we will change statements and bank recs from 9th of month to end of month.

515.2 To receive and approve Sections 1 and 2 of the Annual Return for the Council for the year ended 31st March 2017. Approved

515.3 To note receipt of the Internal Auditor’s Report for the year 2016-17: Noted.

515.4 To approve payments since the last meeting: Approved.

516. Planning Committee

Covered in Annual Meeting of the Parish. We are still getting inquiries re. progress at the Old School House and if it's appropriate. We have a return of no objection subject to conditions; but some residents and action groups have objected so it will progress to committee at EFDC.

517. Highways and Environment Committee

Covered in Annual Meeting of the Parish.

518. Community Liaison Committee

Covered in Annual Meeting of the Parish.

518.1 To note the next event for Theydon Seniors – June 9.

518.2 To note Christmas Market – December 8 2017, and December 7 2018 is mooted for next year.

Donkey Derby: Cllr Howard will get a small gazebo for the stall from Ivan Pollock. The stall will be helpful to spread the word about what we do and to get more volunteers. Cllr Phillips to assist, Cllr Wood also.

Asked if we would be allowed to display plans for Old School House and 16 String Jack – Cllr Philip said no, as they will be past their decision date on the day of the event. Cllrs Philip & Hannibal will be at the event and are happy to step in if people have queries about the Parish Council.

Christmas Tree: Still had problems with this last year – but we did have it on the green. To revisit soon.

519. Cemetery Committee

No update.

520. Reports from Representatives

Buxton Trust: netting going ahead, installation from next Tuesday. We will then get the invoice and make the agreed contribution.

Buses: possible changes to the local service, halving its frequency. Cllr Philip will speak to new ECC councillor and key in Cllr Wood. Cllr Hannibal remarked that it is an excellent service and vital to the community.

521. 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 Burn: asked about amending a Standing Order to put public participation at the end of all full council meetings, if it is amended do we put the date of amendment in the new form of the standing order? It would make it clearer for new councillors to see when this was done. Also, if issues are brought to full council and there are councillors who might not be on the committees concerned, can we have information about these issues in advance, including letters from individuals approaching the parish council and a short report so we can have background information and be able to ask appropriate questions.

Cllr Philip: this is a very good point.

Cllr Wood: any news from Highways on potholes? None.

522. 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

Website: please send over dates for 2017-18, new committees and chairman's report. Cllr Philip cautioned that this will come in the next Chairman's Column in the village news magazine.

Village News: We now have Everything Epping Forest service on board. However the Village News/ Web Site need items direct and not just via the EEF media. Annual parish meeting and annual meeting of the council minutes need to be separate.

News desk: if the market is on December 8 we can't cover it as it will clash with our print schedule and delivery dates. Suggested that all Christmas market related material goes on the website.

The Limes: practice manager Debbie has been approached for an article in Village News but is unable to reciprocate as the new arrangements at the surgery are currently a trial only.

Meeting was closed by Cllr Philip at 9.45pm

Signed: Julie Taylor, Clerk to the Council

Dated:

Signed: John Philip, Chairman of the Council

Dated: