



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 25th January 2018

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

Apologies: Cllr Hannibal

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

Cllr Philip welcomed everyone to the first Full Council Meeting of 2018

583. Apologies for Absence

Cllr Hannibal

584. To discuss and approve the Minutes of the Parish Council meeting held on 30th November 2017

Signed as a true record

585. 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

586. Public Participation Session related to items on the agenda

None

587. Correspondence – Clerks Report

- Play in the Park programme: EFDC initiative in the Easter and Summer holidays, supported by Parish & Town Councils (play and sports equipment, games and art and craft materials at open spaces in the district, sessions are free and open to all aged 5 – 19.) Are we interested in holding this one day in the summer holidays - they ask a small fee of £65 from us to cover equipment. Would be a 2-hour session on the village green (we will need to get permission). We need to suggest a date / time, ideally week commencing 23rd July. Over to CoL for their opinion.
- CCTV report – now received from Mike at Essential – the cost is £6,295.00 + VAT for the upgrading of the equipment.
- Bank Accounts – Unity Trust have requested a change of account to an instant access no fee from the current account. This will mean no quarterly charge and no fee so if we all agree JP can sign the letter and we can get it transferred.
- Theydon Lodge – 3 trees bordering boundary MN to cut back as this is becoming a danger to cyclists and cars pulling out of that junction. That's now been dealt with by Martin Neary and we have paid 50% of this cost £100 with the owner of Theydon Lodge paying 50% also.
- Essex Radio – dark skies policy we had a request to talk about our policy, did we do so? Not had feedback.
- Butler & Stagg want to advertise in VN – Jim leaning towards allowing this but we do have an agreement with Stevenette. VN group are meeting next Monday, will discuss then. There isn't a strict one-business rule in the magazine (the two Indian restaurants advertise) so we could ask Stevenette their feelings on this.

- Abridge Anti-social behaviour complaint –we had a report from an Abridge resident about repeated vandalism and abuse at weekends by a group of teens, some from Abridge and two that she knew lived in Theydon Bois. We have keyed the Lambourne PC clerk in on this issue. Villagers have been made aware, surrounding settlements have sympathy as they have experienced rowdiness/ car and moped racing etc. The police have been informed about the problem too. Agreed that it is a bad situation but there is not a great deal we can do at this stage; however we will write to CI Basford to let him know and CC the Abridge clerk in on the letter.
- Baldocks Road: lorry damaged a kerb - resident complaint on Facebook this evening.
- Fiona Dodd reports dogs being let off leads at the cemetery: please could there be a sign to ask owners to keep dogs under control.

588. Finance and General Purposes Committee

588.1 Update on Finance & General Purposes matters since the last Meeting: Cllr Hannibal is away – update is predominantly budget & precept, see below.

588.2 To approve the payments made since last meeting: Payments approved. We are now online at Barclays, and we have set payments up for the last month – authorised to be paid by Tuesday 30.

Cllr Philip formally proposed to the meeting that we request £106,771 seconded by Cllr Gooch. Agreed.

588.3 Budgets and Precept: Finance Committee have created the budget, collated by the Clerk, and scrutinised by Cllrs Philip & Hannibal. Propose to maintain precept at the same level as last year. Council tax support grant has decreased and will be abolished next year.

Our overall income is just under £135K. We plan to run a negative budget; last year Audit remarked on our reserves. Audit does not like us to increase precept with high reserves – we should not go below 50% of the precept with reserves. Reserves at year end to be £235K. Cllr Philip commented that we have good things to spend it on.

Budget attached & areas itemised. Much expense is project-related, consideration given to reserves for elections, funding will be spent on playground, gift to school for iPads is in budget (see below) and next year consideration for highways match funding for infrastructure. Earmarked reserves are £27K for Finance & General Purposes, ££25K for Highways and £40K for Planning.

588.4 School iPad Request:from the TB Primary School, they wrote to us to ask for support. We have funds. They can be any kind of tablet, let the school choose what they want, one per class to be used in school. PTA and donors have helped already. Suggested £3K from the budget – Agreed.

589. Planning Committee

Cllr Gooch commented:

589.1 Applications update: Rozel, Loughton Lane: particular concern about the bungalow at the rear, which has been refused by EFDC. A revised application is coming in which could be for a more traditional low-level bungalow. The other part of the application was to replace an existing bungalow with two 4-bed houses. The developer has responded to our objections at Parish Council and we have OK'd their revisions, subject to conditions concerning hard & soft landscaping.

18 Buxton Road: application in for a large extension that would double the size of a house, and not to scale.

589.2: Update on the Local Plan:Most effort has been expended on the Local Plan and we are now putting the final touches to the response. Vote of thanks to Cllr Burn for all her hard work on this. We have concentrated on sites and noted our guidance and we have sought modification to policy for clarity's sake. Details and criteria to get consistency across the district. People are aware of an interest Redrow Homes have taken in the village – there was some publicity.

Cllr Philip: soundness and legality are the words about this stage. Comments will go to planning inspector.

Theydon Bois has fewer sites than even I expected – two proposed were discounted because of surface water flooding problems caused concern to the drainage team. There has been misinformation about allocation policy – the fact is we look first at brown field sites to see if they are suitable, then at green field sites in urban areas, then only after that would green belt areas be considered. Noted that Regulation 19 stage is not a consultation to make changes, it is based on strong evidence. For example, suggestions of exchanging a Theydon site for Jessell Green is not based on policy. Loughton is different from Theydon Bois – it is the largest settlement with the largest housing list and third largest allocation.

Noted there are reasons as to why the Plan has developed as it did, including how Jessell Green scores higher for allocation than the proposed land across the railway line here and it is all followed up with evidence. I believe the plan is sound.

Noted that we should see what develops after adoption – five years or so. Referenced other councils: East Herts have gone through their examination in public and figures are endorsed. We have a strong case that the numbers stack up and the submission plan allocates this and includes a buffer. Inspectors will start from a basis that it is sound.

Cllr Howard: will the station site involve the whole car park? Yes: and we will provide parking for new houses and station parkers. Our master plan is to make the place a better place to live.

590. Highways, Cemetery and Environment Committee

Cllr Purkiss commented:

- **Phone Kiosk:** this was removed 12/1/18.
- **Roadworks:** Feb 8 for 3 days, Loughton, Debden and England Lane will be closed for repairs.
- **War Memorial:** J Day & Sons have been talking with us about cleaning the memorial, we are awaiting his feedback so we can apply for a grant.
- **Tree wardens:** we have earmarked £2K for tree wardens to use on tree projects. Will roll out over next year.
- **Rangers:** there is a fund of £80K for this and councillors have been trying to bring it to the district council so we can use it. It's increasingly difficult to get Highways to do anything right now: just this week we had an issue with a supplier to Ringway. Obstructions happen before we get any results, service delivery is dire and red tape costs money and tempers. It should be easier to deal with ECC highways after all we are paying for it. We need people who can fill potholes etc on our doorstep. Rangers are under ECC control: JP noted that EFDC are looking at a few services that they would like to bring back from ECC but it is very slow going.

591. Community Liaison Committee

Cllr Howard commented:

- **Update:** See below: we are spending on a CCTV upgrade and there has been much concern over anti social behaviour.
- **Security/ Crime/ CCTV:** Council all very worried about what appears to be a petty crime explosion in the vicinity. Cllr Phillips reported being the target of anti-social behaviour twice in one hour. Cllr Wood has seen and heard of some outrageous parking but traffic cops have said it wasn't their remit. Reports of burglaries and car crime and theft also reported locally. It's awful, what can we as parish council do to combat this; agreed that if it is ignored it will only get worse. Cllr Gooch commented that Essential CCTV are approached by the police a lot to look at footage.
- Cllr Philip: EFDC empathises and we are looking to employ 3 police personnel to do police actions only for the district (Essex Police with tasking rights for our district, funded by Council tax) it will be for all the district and better than what we have. They should be based at EFDC HQ. They need to be seen to be out there each week, not coming at odd times on a fixed rota. Nothing has been passed yet but we think it will be, and from then on in it depends on the recruitment process. Cllr Howard commented that this is interesting but we hadn't been aware of the idea – Cllr Philip explained that nothing has been decided yet. It would be faster than training up special constables, which we are still positive about and which may deter opportunists, but which we have not had any volunteers for.
- Cllr Philip: There are known hot spots in the district, and there is a park guard in place to help patrol them. These are not police officers but they are a short-term security solution funded by EFDC, who also fund the crime prevention programme for schools called Crucial Crew.
- **Dates for Seniors Party & Christmas Market:** The 2017 Market was extremely successful, weather conditions were dry and calm but very cold, nevertheless we raised nearly £900 for Playground At Theydon. Seniors Christmas Party 2017 was equally successful and we had 43 guests. Many thanks to all our helpers as we cannot host events without you.
- **This year:** Epping Market is on Dec 7 and some of our stall holders like to do both markets. We have more stalls if they don't clash. Dec 14 considered too late, a Saturday would be unsuitable, what about November 30? Agreed that would be fine and we could have the tree in place for longer if it was a November market too.
- **Agreed – Christmas Market November 30 2018 and Seniors Party December 7 2018**

- **Christmas Lighting Committee:** Some of the villagers raised money for tree lights – shall we form a subcommittee to coordinate this year’s tree lighting: and maybe other trees in the village? Cllr Gooch said that the general opinion about the tree this year was very positive and it would be great to have the same again this year on the Green. Cllr Philip said it would look a lot smaller if it was on the Green. Cllr Burn said it wasn’t just the tree that was good, the base it was in was lovely too. However, this was large and Corporation of London might not allow it on the Green which is their land. Clerk: We have been in touch with CoL and they want to be more flexible about these kinds of things next year. Cllr Philip advocated turning the details over to Community Liaison Committee to raise, discuss and research.
- **Chairman’s charity:** we will think about this and raise it at the next CLC meeting.

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

None

593. Public Participation related to items not on the agenda

- Resident: How do Abridge fund their Christmas tree? They have a committee to raise funds all year round – quiz nights and a fireworks party for example. Theydon Bois’s fireworks party is by the school PTA to benefit the school.
- Resident: how do you make representation on the Local Plan? Cllr Philip explained online, download and print options. Resident asked how comments on policies being made clearer would be treated – Cllr Philip assured that all comments are passed to the inspector and comments on the draft plan form part of the evidence.
- Resident: Regulation 19 has only appendices A & D. Cllr Philip: the appendices are enough for this stage.
- Resident: referenced a Village News article about additional numbers, if these levels were taken on board the village would grow significantly, where would all the extra buildings go. The consultation isn’t sufficient. Cllr Philip: The Regulation 19 stage is not a consultation. Cllr Philip has consulted Sajid Javid about this; explained the method of consultation of housing across the country. There are many councils who haven’t progressed in this (example York which has not had a local plan since 1956). Boundaries could only be redrawn at time when local plans are in progress.
- Resident: Green belt policies are inadequate and don’t give clear guidance, they only quote NPPF. Cllr Philip: put that in your response, the inspector may remove NPPF green belt policies from the plan.
- Resident: Security issues – asked if we get weekly crime stats. Neighbourhood watch do! They have gone up dramatically in last three months, especially regarding car crime. Can the PC approach the police on this, and do we use the CCTV? Cllr Howard: a good idea, Greens were broken into and it took time to get at the CCTV footage. To follow up on next agenda.
- Resident: We will be discussing the question of Butler & Stagg advertising in Village News (see above) at VN meeting on Monday. VN is currently just covering print costs – we lost a sponsor. PC have had to contribute to costs. We have a reserve, is our £5K reserve included in TBPC’s? Cllr Philip: no it isn’t.
- Resident: would there be slippage on local plan date of March 31 because we are awaiting “right homes for right places” consultation feedback? Cllr Philip: Can’t confirm anything at this stage.
- Resident: do we have dates for Easter and summer celebrations for seniors? Not yet but will tell newsdesk when we do.
- Resident: Blocks on the Green near Chestnut Cottages – resolved.
- Resident: remark that EFDC are often slow regarding Tree Preservation requests and they can only react to immediate threats. What about more staff on their trees team? Cllr Philip: we’re sympathetic but finance restricts how many staff they can have there.
- Transport: Cllr Wood has resigned as transport rep. Contract with 418 bus expires on March 31, and is then up for renewal, someone needs to take this on as rep. I have so far liaised with all the other councils concerned. Transport rep to go on next month’s agenda.

594. Following Agenda items will exclude Public and Press

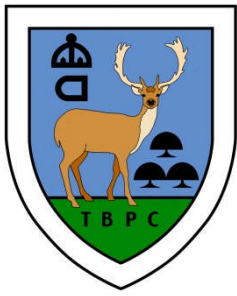
- Communications Review

Councillor Philip closed the meeting at 9.34 pm to press and public

**Caroline Carroll
Clerk to the Council**

**Councillor John Philip
Chair of the Council**

January Minutes of the Meeting of the Finance and General Purposes Committee 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 17th January 2018

Councillors Present: Cllrs Hannibal, Gooch, Howard & Philips
Officers Present: Mrs Caroline Carroll (Parish Clerk)
Apologies: Cllr Philip, Cllr Crook

50. Apologies for Absence

Cllr Philip and Cllr Crook

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

- Unity Trust cheque. This has been returned – due to an out of date chequebook and old bank sort code. I have spoken to UT and during I have requested that we move our account to one without any quarterly charges and that pays some interest. They advised we could and to do this have asked for a letter signed by two authorised signatories. Copy available in meeting to be sent – will need signature from JP. This new account (instant access) will not have a chequebook but will mean we can leave the money without needing to do any transactions the interest rate is low 0.20% but there will be no fee. I did call NS&I as discussed at the last finance meeting and they were not able to help us as it's a business account. AC has produced a report on different options to invest this money should we want to at a later stage. Agreed that we should move to an instant saver account with UT to avoid the charges for the next financial year.
- War memorial, we should be able to apply for a grant for this. Anthony and I are meeting Mike Pegman from J Day and Sons on Monday 22nd at 11.00 am to discuss methods of cleaning this and costs we should then be able to look into a grant.

- PAT insurance. This is due to be renewed on March 19th – PAT arrange this through Zurich and we then reimburse PAT. This will come out of the donations budget in this financial year.
- Items for office – remaining, chair for Elizabeth, new printer can we now order this please? MH confirmed we can now order.
- iPads for TBPS – a request has now been received from the new head teacher Mr Rall. PTA have confirmed to me that it is not necessarily apple iPads that will be purchased and they will look into alternative tablets. The amount suggested is £3K. This will now need to be agreed at the next full council meeting 25th Jan. PG suggested that during Elspeth Bond's time as head we did allocate the school around £500 per year for books and there was a contact between the governing body and the school to request this money each year.
- HMRC – 15/16 issue has been raised as a technical problem and is now with the online services team. I am awaiting a response. There was a technical issue with Julie's entry for that year and therefore we were unable to amend. We were able to submit an early year update for Fiona which basically means any figures that were un-submitted or submitted too late an EYC is then completed to rectify this. HMRC are currently (2nd Jan) saying they do not have submissions for months 1, 4, 5 for 17/18 this is a computer error as we have submitted these figures from our end. Will update as soon as I know more on this.
- Barclays – I am now set up online but I will need to sit down with MH for the January payments.
- CCTV – quote has now been received to update equipment and has been added to the budget. GH asked how effective this is – during one council meeting discussions around budgeting an amount of money for a special constable took place but to date no follow up was done.
- Website – have had two quotes, and no response from Essex Interactive. Jay Matthews was £3K to build site we then manage. Jake Lee £300 per month and he will manage everything, including Facebook / twitter account. However, I spoke to Sue Sowerby and she can build us a site for £750 and host. She will also manage social media if we wanted this option for a small retainer between £150-£200 per month. Community liaison and parish clerk could maintain website and upload information. CC to discuss with Sue Sowerby whether this would work. It was agreed that we would not renew with Everything Epping Forest Facebook page. CC to advice David Jackman and check invoices for the last payment made.
- Christmas Market marquee quote from Ivan – the main issue we had with the set up of the market the stallholders bringing oversized marquees. Ivan has come back with a quote for £950 for a 6m wide by 30m long marquee. This would mean that each stallholder would just need to bring their own table and we would be able to allocate them a pitch and the whole set up should be a lot smoother. GH concerned regarding the logistics of this and whether we could clear the road in time. The road would need to close at 1.00 pm to allow for this set up. GH to re-visit shopkeepers to get their thoughts on an earlier closure and to measure the area. We could bring the market to one section which would allow access on one side.
- EFDC grass cutting bill has been invoiced for the 17/18 season however the last bill was paid only in April but should have come out of last year's budget. It now means we have two bills in this year's budget for the same thing.
- Liz Burn – request of small increase in the precept to cover the PAT contribution the Parish
- Antisocial behaviour complaint from Abridge resident regarding a group of boys – some from Theydon Bois. Sue Sowerby has been approached by Kingsmann Security Ltd based in Thornwood who are proposing an 24 hour security presence in TB to deal with antisocial behaviour etc. They would need a significant number of households to join up and the cost they suggest would be around 50p per day per household – we need to ascertain how many houses

they are talking about when they say a significant number. We discussed inviting this company in for a presentation and inviting members of the public to attend to see if this would be something we could look at for the village. MH suggested the money would need to be raised from the rates and a public meeting arranged in the first instance. CC to talk to the Abridge Clerk regarding this particular antisocial behaviour incident and if need be a joint letter be sent to the police from both councils. Agreed that this could be posted onto Facebook but no details are to be mentioned.

56. Interest rates

AC report to be discussed in more detail at the full council on 25th Jan. MH pointed out that the investment of up to 3 x £85K that AC was suggesting would tie up this for 12 months and do we want to do all of this.

HMRC update

(From Clerks report above). HMRC – 15/16 issue has been raised as a technical problem and is now with the online services team. I am awaiting a response. There was a technical issue with Julie's entry for that year and therefore we were unable to amend. We were able to submit an early year update for Fiona which basically means any figures that were un-submitted or submitted too late an EYC is then completed to rectify this. HMRC are currently (2nd Jan) saying they do not have submissions for months 1, 4, 5 for 17/18 this is a computer error as we have submitted these figures from our end. Will update as soon as I know more.

56. Budget 2017/18

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

Income

Interest received – would keep at £100 for next year but mindful this could increase if we invested money into a different account.

Expenditure

Admin

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

Travel expenses to be increase to £100 for next year

Cemetery

The EFDC Grass cutting bill now split between cemetery and highways. The cemetery has 3 cost codes to enable us to see where the money is being spent. Rather than one large sum and no breakdown of costs.

Finance & GP

Audit fees – Auditors will charge local councils on separate basis – reduce based on this information.

Bank charges – reduced to £0 given we will move the UT account from current to instant access

Need to add CC's pension contributions to payroll having done 3 months service.

Section 106 distribution - £30,700 remains after allocation of PAT surface refurb (£40K) £6,300 CCTV upgrade quote, £3K for school iPad's.

Election Costs – MH has acclimated £ 4000 for a full election, should we need to in 2018 this will remain at a further £800 in the next budget.

Highways & Environments

Broadband connection within CCTV Maintenance fee

Allotment budgets over CC to investigate invoices

Infrastructure – remain at £7000 for the next budget

£2K earmarked for tree planting to be taken from reserves not 106 monies as previously thought.

CCTV Equipment –report now received. The camera on the allotment is still broken. PG suggested on replacing some of the other cameras around the village the allotment one is then replaced by one of these. £500 for equipment agreed.

Planning

Lots of petitions going around at the moment concerning the Jessel Green campaign. Redrow are campaigning to save Jessel Green by advertising their intentions to build on previously allocated green Belt land in TB. PG would like the planning advice budget increase by £10K to £20K given this may not go away at any time soon. GH asked if the Sixteen String Jack was allocated in the quota and apparently it has. PG also spoke about the forthcoming Neighbourhood plan in which TB would be able to put together a vision for TB – couldn't stop or interfere with local plan but it will enable us to create a vision for the village.

Community Liaison

Budget for website reduced from £5K to £3K having now received quotes from various suppliers.

Precept

MH – We currently have over £170K that is unallocated money so I would not feel comfortable in being able to justify raising the precept this year. Concerns were expressed for a need to increase precept over a period so that the precept budget overspend discrepancy does not become large but after discussion it was agreed to recommend to full Council for no Precept Increase this year due to the large amount in reserves. RP suggested we need to communicate to the public that we are not raising it this year.

57. VAT Return

CC will put through the next return in March before the end of this financial year. The current figure is around £3100. MH then suggested this needs to be done quarterly.

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

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 9.56 PM

Signed on behalf of the Committee as a true record

Councillor Mike Hannibal - Chairman

Dated: