



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 26th April 2018

- **Councillors Present:** Cllrs Philip (Chair), Gooch, Hannibal, Crook, Purkiss, Howard & Phillips
- **Apologies:** Cllr Wood
- **Officers Present:** Caroline Carroll (Parish Clerk and RFO)
Elizabeth Thomas (Assistant to Parish Clerk & Minutes Secretary)

607. **Apologies for Absence:** Cllr Wood

608. **To discuss & approve the Minutes of the Parish Council Meeting held on Thursday 29TH March 2018**

609. **Disclosure of Interests with regard to specific 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

610. **Public Participation session with regard to specific items on the Agenda**

Resident: CCTV how effective is this in making arrests? More CCTV signs are needed to deter criminal activity. Cllr Philip introduced Mike Slade from Essential who speak at the item under CCTV Community item. Brief discussion on CCTV. Cllr Philip suggested members of the public wait to hear the item further in the agenda.

611. **Correspondence – Clerk’s Report**

- Cllr Purkiss and Clerk met with Mike Slade from Essential on 23rd April - thank you to Mike for attending tonight to talk through our proposed CCTV upgrade
- The new Data protection regulations are coming into force on 25th May. **We have had confirmation this morning from NALC that a data protection officer is not required for Parish or Town Councils.** We are now to continue with a Data Audit to see what we hold and how / where we hold personal information 2. privacy notice to review and upload to website. 3. Updating and creating policies
- To NOTE the Public Consultation on the Government’s proposals for a revised National Planning Policy Framework (NPPF). Final date for the submission of responses is: 10th May 2018.
- PC objection to North Essex Parking Partnership (NEPP re: proposed parking on the Avenue of Trees was sent on 11th April
- PC response to Simon Hill Demographic Services, EFDC re: proposed changes to planning protocols was sent on 13th April
- PC response to Stansted expansion needs to be submitted to Uttlesford District Council by 30th April

- Application received from EFDC licencing for a street trading licence for the pop-up vintage tea room van based in the Balti House carpark to trade 5.30 AM until 6.30 PM serving hot and cold food.
- War Memorial cleaning - application for grant has been submitted and received / still waiting to hear
- Playground at Theydon has asked the PC permission for a noticeboard. Cllr Philip has agreed and Clerk has sent PAT Chair details of our provider
- We have now had RBS to perform the end of year accounts on the RBS system. Our end of year account statements will be available for the May AGM. Next steps for Clerk to arrange the internal auditor.

612. Feedback from Epping Forest District Council

Cllr Philip: recently attended the EFDC meeting this week where 56 squadron who were based at North Weald Airfield during the Battle of Britain were given Freedom of the District as part of celebrations to commemorate the 100th anniversary of the RAF. This was a very moving event attended by many family members.

613. Finance and General Purposes Committee

- 613.1 To receive an update on Finance & General Purposes matters since the last Meeting: RBS who provide our accounting software were in today to perform the end of year audit. Cllr Hannibal informed the Councillors that he understands all went well and this can now provide the basis for our next step in end of year process for our internal audit.
- 613.2 To approve the payments made since last meeting: All payments allocated are within our budget:- All Approved
- 613.3 Improve our investment strategy: - A draft strategy has been provided by Cllr Crook to look at ways in which our reserves can be invested. Councillors have requested more time to consider this strategy and brought back to full council in the May AGM. Cllr Howard raised that we are currently paying large amounts of interest for our PWL (Public works Loan) to include the loan on the Village Hall and Youth Centre. It was suggested by Cllr Howard and supported by Cllr Rob Phillips that some of our reserves are used to reduce these loans and the amount of interest still remaining which is in the region of £140K. Cllr John Philip informed the councillors that this proposed investment strategy was separate from any consideration made to reduce the loans at this time.

614. Planning Committee

- 614.1 To receive an update on planning matters since the last Meeting: Cllr Gooch: we continue to see development on the bungalows within the village. Objections have recently been made at EFDC Area Sub-Committee Planning Meetings to the re-development of bungalows, which falls under the new submission version of the local plan (SVLP) policy: resisting the loss of bungalows.
- 614.2 Local Plan – no further update on the local plan

615. Highways, Cemetery and Environment Committee

- 615.1 To receive an update on Highways, Cemetery and Environment matters within the Village: Cllr Purkiss informed the council and residents that there has been an unfortunate incident of fly tipping in St Mary's churchyard. Recently Cllr Purkiss, Howard, Hannibal and the Clerk met with the Corporation of London to discuss some recent matters that have come to light. One being the Christmas Tree on the Green which they have allowed us to do going forward. However, we would still need to consider if we can achieve this given we would need to run underground cables to the tree. We also discussed the matter regarding the Corporation charging for the Donkey Derby this year. They have been put in touch with the Donkey Derby committee for further discussion but no actual figures were discussed at this meeting. They have employed a new Head of Visitor Services and are writing a paper to try to harmonise the area throughout Epping Forest – to include same types of bins / benches etc. Pleased to see Orchard Drive pot holes seem to have been temporarily repaired. There are ongoing issues with Highways in getting anything done. We have offered to match fund for the kerbs in Purlieu Way and this was rejected.

616. Community Liaison Committee

- 616.1 To receive an update on Community Liaison matters within the Village: Christmas market date confirmed for this year – 30th November.

- 616.2 Website update: website meeting took place today, 26th April with Cllr Howard, Hannibal, Wood, Burn, Clerk and Jim Watts. We are still in discussion on best way to achieve a new site. We do not want to close the door on continuing to manage this internally and do not want to set ourselves apart from the main village website. This will be discussed further at the next Community Liaison Committee Meeting. Cllr Philip: can we then bring full proposal to next full council meeting on 31st May.
- 616.3 Twinning: - Following discussions over the past few months regarding Town Twinning with Le Molay-Littry in France it was decided at the last Full Council meeting that we would go out to our community to propose this project is taken forward by a working party with a council representative. Cllr Rob Phillips has volunteered to represent the council and an advert has now been approved to put into Village News, onto our website and noticeboards. A date of Friday 20th July will be given as a deadline for interest from the community. We will then see how much interest we receive: a decision to either go ahead with the project or not may then be made at the July full council meeting. Clerk to update contact in Le Molay-Littry.
- 616.4 CCTV update. Clerk introduced Mike Slade from Essential. Clerk and Cllr Purkiss met with Mike on Monday 23rd April to discuss proposed CCTV upgrade. A quote was then sent on Wednesday 25th April and circulated to all councillors. Mike spoke to the residents in attendance explaining that the system was installed in 2009 and as technology has moved on we now need to upgrade some of our old analogue cameras to include wireless technology, ANPR and HD. The police now need strong leads and unless we have good CCTV footage they are not able to proceed. Quote included more cameras at Tesco, new Playground at Theydon cameras which would require dedicated broadband line. In addition, we will also move the recorder from the Bull to the Parish Office to allow us to view and manage CCTV enquiries. Good signage is also required as a deterrent. Cllr Philip advised Clerk to write CCTV policy in conjunction with upgrade. There then followed a brief discussion if we were able to proceed to approve the quote without receiving 3 quotes from additional suppliers. Cllr Philip expressed concern to follow our standing orders for obtaining 3 quotes. Cllr John Philip informed the councillors that this was not a new supplier but an upgrade on existing provider and equipment we would therefore not need to obtain 3 quotes. This is also something that we need to agree and move forward quickly on. Cllr R Philips argued that we should follow due diligence and first obtain other quotes for purposes of comparison, in order to establish market level and to ensure that the quote was a competitive price. However none of other Councillors agreed with this approach. Cllr R Philips also expressed concern to follow our standing orders for obtaining 3 quotes. Cllr Gooch was in favour of supporting our local businesses and proposed that we go ahead which was seconded by Cllr Purkiss. Cllr Philip: proposed we suspend our standing orders for this purpose and accept the quote from Essential security for £13,825.00 to upgrade our existing CCTV equipment and install new cameras where necessary on the advice from Essential. 7 Councillors accepted proposal and Cllr R Philip abstained. This proposal was then passed.
- 616.5 Crime in the Community. Cllr Howard acknowledged that we have had spate of crime recently and how can we address this problem. Cllr Philip – EFDC are employing a sergeant and a police constable on 19th June – Sergeant before this. Chief Inspector Basford has also arranged additional patrols within the village over the last week or so. There are also Neighbourhood watch flyers to be distributed from the chairman of the Neighbourhood Watch. They are also looking for a new coordinator following the resignation of the current Theydon Bois coordinator. Neighbourhood Watch is something that is essential in the community and it needs to be kept going.

617. 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.

None

618. Public Participation session with regard to items of interest to the Parish

Resident: Village pot holes Orchard Drive was not repaired by highways many residents are tired of the pot holes around the village and one has volunteered to take this to highways and with the local MP.

Resident: -CCTV – have the council approached Tesco or Transport for London to help with funding of the upgrade

Resident – with CCTV please be aware that if you have cameras pointing to highway then you need to be registered with the Information Commissioner’s Office.

Cllr Philip – we could potentially have a list of all households with CCTV that is held at the PC offices. These residents could then display a sign, provided by the council to state they have CCTV supported by the PC.

Neighbourhood Watch – Cllr Philip to set up meeting with chair of Neighbourhood watch Sue Taylor and coordinator who is to step down. If you are a neighbour watch coordinator then you will receive the crime stats currently sent to Jim Watts and the

Clerk. Cllr Philip highlighted the importance of Neighbourhood Watch and a sign-up sheet was then provided for residents to leave their details if they are happy to be distributors or if anyone else is happy to take the position of coordinator please do come forward to the Clerk.

Resident – Twinning Costs will these be met by PC. Cllr Philip – if there is sufficient interest in twinning then yes basic costs will be met by the PC

619. 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:

Replacement of Assistant Clerk. Cllr Philip presented Elizabeth Thomas with a gift thanking her for all of her hard work as Assistant Parish Clerk over the last 3 years. The decision was made to recruit a new Assistant Clerk who will look after the planning and community committees. This role ideally is spread over 3 days and the Clerk and Chairman will write an advert to be ready for the start of next week. Decision on new appointment anticipated by June full council meeting following selection and interview process.

Lifetime Achievement Award: - Cllr Philip thanked the councillors for their recommendations for this award and this will now be presented at the May AGM.

Community Award will also be presented

Chairman Cllr Philip closed the meeting at 09:58 PM

Signed: Caroline Carroll Clerk to the Council

Dated: 01/05/2018