



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 Annual Meeting of the Council

Held at Theydon Bois Village Hall at 8.30 pm on Thursday 31st May 2018

- **Councillors Present:** Cllrs Philip, Hannibal, Howard, Wood, Purkiss and Burn
- **Apologies:** Councillors Gooch, Crook and Phillips
- **Officers Present:** Caroline Carroll – Parish Clerk

506. Election of Chairman

- 506.1 Cllr John Philip proposed as Chairman of the Council by Cllr Howard. Seconded by Cllr 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 Purkiss.
- 507.2 Cllr Peter Gooch not present at the meeting to confirm acceptance of office of Vice-Chairman of the Council declaration to be signed by Cllr Gooch on his return

508. Apologies for Absence

Councillors Gooch, Crook and Phillips

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

Cllr Philip advised Declaration of Interest Forms will need to be updated if Councillors circumstances have changed

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

Resident - Kerbs, Trees and Pavements. Cllr Philip requested this is left to item 15

511. To discuss & approve the Minutes of the Parish Council Meeting on 26th April 2018

Approved – amended by Cllr Howard to note that he attended the Community Liaison website meeting. Minutes amended.

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

To discuss and review process for the matters referred to in Standing Order 2K (iii, iv & v)

S/O iv Terms of reference – to be reviewed by each new committee chair

S/O iii - Committees for 2018/19 – Cllr Philip has previously discussed with each Councillor their preferences for committees for 18/19. The outcome of these discussions was that all Councillors are happy to continue with their roles within committees as they currently are.

Twinning Project – Cllr Phillips will be the representative from the Parish Council.

Transport rep – still need to allocate this role

Police liaison – Cllr Annie Wood volunteered to take on this role

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

2019 meeting dates circulated and approved.

Neighbourhood Action Panel – no longer exists

Tree Strategy – Cllr Burn and Purkiss to be the Council representatives

Youth & Community – one more Council rep required

As there have been 3 clerks this year there was a challenge to find an up to date copy of the current Standing Orders. For the next Finance meeting on 18th July the Standing Orders will be reviewed.

514. Correspondence – Clerk’s Report

- CCTV - Cllr Phillips has stepped down as CCTV rep - email to Cllr Philip and Clerk on Friday 27th April. Cllr Purkiss has now taken over this role and the install on the new system has started - w/c 21st May
- CCTV - playground we need to establish connection for this either 4G or BT line Clerk is investigating best option for all.
- GDPR - Clerk has spent time in trying to get the system and office files in order. Consent forms have been sent to our contacts - Christmas Market and Allotment holders. Any details that we hold on people that are no longer relevant have been deleted.
- Playground at Theydon install has started (May 19)
- Dispute over boundary with PAT and the Cottage. Clerk has approached solicitor for advice as the land registry documents were unclear as to who owns what boundary. Playdale need to install new fence as the existing is not safe or RoSPA compliant
- RCCE Village of the Year we are through to the next stage. The judges will visit us on 1st June and two members of the Parish Council will meet with them.
- Twinning Advert is now online, noticeboards and in the Village Magazine for June along with comment from John Philip. 6 interested residents so far. We can then make a decision on this at the June full council meeting
- Advert for a new assistant clerk deadline has now passed and we have a selection of candidates. Interviews to happen after half term when we have Cllr Gooch present.
- Internal Auditor has spent time with us over the last 2 weeks. His report is with Cllr Hannibal
- Had an email from a resident regarding potential illegal skip drops in Piercing Hill - Cllr Purkiss has investigated and Clerk has written to EFDC in the first instance and logged complaint
- Our next community event is the tea party on 15th June. Currently very little interest we have created flyers/posters and advert will appear in June Village News.
- Phone call from John Eaton to let us know that he will be advertising a community litter pick for October. More details to follow

515. Finance and General Purposes Committee

515.1 Approval of the Council’s Accounts for the Year Ended 31st March 2018. **Approved by Cllr Philip.** Internal Audit report also noted.

515.2 To receive and approve Sections 1 and 2 of the Annual Return for the Council for the year ended 31st March 2018. Proposed by Cllr Philip – **Approved by all Councillors present**

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

Main updated report during the Annual Parish Meeting. However, there are still concerns about the loss of bungalows in the village which are either being demolished or redeveloped. This is a concern for the Parish Council as it's resulting in fewer bungalows for people to downsize into. The Planning Process Review Consultation – updated response due next week. Cllr Philip:- District Councillors have in fact objected to the development of bungalows in Theydon Bois.

517. Highways and Environment Committee

Ringway Jacobs – very difficult to know what their processes are and current projects. New highways contact – Cabinet Member for highways - Kevin Bentley. Cllr Purkiss has written to Cllr Bentley to try and move this forward. Move funds to Epping Forest District Council so we can have more control in the area. Theydon Bois primary school railings have been painted along with the rest of the schools in the district, however, there is no process and we are not informed. Another issue currently are the kerbs around the village particularly in Purlieu Way. The repair of these falls to Ringway Jacobs who do not have suction kerbs – this is very expensive so ash-felt is used but does not last.

CCTV has been installed the monitors are now situated in the Parish Office consisting of live camera feeds. We are currently investigating best solution for playground cameras and 4G looking like the preferred option. CCTV policy will need to be addressed in the next Highways Meeting.

Cllr Whitbread (County Councillor) – some successes with highways – Piercing Hill, Loughton lane, fingerposts. Pot holes - better done at a local level. Cllr Kevin Bentley the new cabinet member for Highways on now on board. Additional 2.5M been allocated to fixing potholes this year following bad weather roads are particularly bad. EFDC have agreed £100K match funding with Essex County Council to put into the highways budget. There are now also Rangers who are tasked to do smaller jobs on minor roles. Looking at bringing back highways issues to a more local level. We are making progress but lots to do. Thanks go to Cllr Purkiss; he is a great asset to highways and to the Parish Council.

Cllr Purkiss is also planning to get the road up to the Allotments resurfaced from the LHP (Local Highways Panel).

518. Community Liaison Committee

Majority covered in Annual Meeting of the Parish.

To note the next event for Theydon Seniors – June 15th

Still exploring possibility of our Christmas tree on the Green

The Limes have sold the surgery in North Weald to Virgin Healthcare.

Letter from the Limes with regards to ordering prescriptions – Cllr Howard to circulate email to all councillors

519. Cemetery Committee

No update.

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.

6 Applications for the Assistant Clerk post. Cllr Gooch and Cllr Philip to be on the interview panel. Significant talent and breadth of experience – hopefully someone can be appointed and recommendation brought to next Full Council meeting.

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

Residents – 56/58 Dukes Avenue – the pavements in poor state and number of low branches from verge trees.

Weed treatment carried out on verge trees around the village resulting in damaged grass surrounding the bottom of the tree – Cllr Whitbread to do members enquiry and Cllr Philip to also take up at District Council

Resident – Explanation for Neighbourhood plan – Cllr Hannibal this is proceeding. Cllr Burn - Meeting has been scheduled and we are planning to put together a Steering Committee to consider whether this is something we wish to undertake.

- CCTV signage – the system will need good clear signage and also from a legal perspective. Clerk to chase up
- Essential Security
- Parking in Avenue of Trees – no feedback from NEPP as yet
- Judicial review regarding the Local Plan update. The Judicial Review lodged by CK Properties Theydon Bois Ltd against EFDC took place at the Royal Court of Justice on 23 and 24 May 2018. TBAG Committee members said they attended the hearing on both days. CK properties barrister argued that Appendices regarding site selection were not available when the Submission Version of the Local Plan was made available by EFDC and that they had therefore been "prejudiced", as their site--the Old Foresters--had not been selected for development.

The first day of the hearing was largely taken up by CK Properties talking about "procedure" and various past cases.

The judge indicated that he would make his decision within a few weeks.

- Damaged grass verges due to driveways being paved and no drop kerbs installed. The verges are a mess photographic evidence of this needed. Tree Wardens have offered to distribute letter – Clerk to draft and send across.
- Cllr Howard – issues in the village with parked cars. Enforcement has looked at the parking particularly around the Bagel Shop and this has been flagged to the County Council.

Meeting was closed by Cllr Philip at 9.30 pm

Signed: Caroline Carroll, Clerk to the Council

Dated:

Signed: John Philip, Chairman of the Council

Dated: