



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Caroline Carroll
Assistant Clerk to the Council: Mrs Sarah Shirley

Minutes of the Parish Council held at The Village Hall at 8.00pm on Thursday 25th October 2018

- **Councillors Present:** Cllrs Gooch (Chair), Hannibal, Purkiss, Burn, Wood & Howard
- **Apologies:** Cllrs Philip, Crook & Phillips
- **Officers Present:** Caroline Carroll (Clerk)
- **Members of the Public:** The Meeting was well attended.

716. Cllr Gooch introduced PC Andy Cook and PCSO Hayley and moved Police Liaison to top of the agenda.

PC Andy Cook explained that he has recently brought back in as the local Community Police Officer for Theydon Bois also covering North Weald, Abridge and parts of Epping. Andy used to be involved in Speed Watch and this is something that he recommends we reinstate in Theydon Bois. This would involve a group of up to 10 volunteers who will be appropriately trained, all equipment will be provided and they will operate from designated points in the village. The training will include 2 hours classroom based and a further practical session will be given. Speed Watch has had great success in other villages. Theydon Bois Rural & District Preservation Society has had a notice on their board for 2 years but have not yet had a response.

Resident: What criteria are used to determine where the speed watch is operated from? PC Cook: - Mainly main roads; but if numerous speeding complaints were made on any back road then different locations would be considered.

The Police would also like to establish out of hours contact for CCTV and the Parish Council would need to consider this. Cllr Howard: How do the new EFDC Police resources work? PC Andy Cook: EFDC have overall control as they fund it. They work alongside community police team and are based at EFDC and part of community safety team. Cllr Hannibal asked what kind of police presence can we expect. PC Andy Cook:- Expectations are that we would like to patrol village but can also be called out at short notice so this isn't always feasible. We could increase public meetings / pop up events and we aim to be visible and control our beat. Buckhurst Hill Parish Council pays for their own PCSO as we currently have just 7 PCSOs covering the whole Epping Forest District. Finally, very keen to keep Neighbourhood Watch going; the Parish Council would also be interested to know of any successes the police have as it is good to know results.

717. **Apologies for Absence:** Cllrs Philip, Crook and Phillips

718. **To discuss & approve the Minutes of the Last Full Council Meeting held on Thursday 27th September, 2018**
APPROVED

719. **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.**

Item: - 726 Buxton Trust Cllr Hannibal, Cllr Gooch and Cllr Purkiss disclosed a Pecuniary Interest.

720. Public Participation session with regard to Specific Items on the Agenda

721. Correspondence – Clerk’s Report

- War Memorial cleaning is now complete and ready for Remembrance Sunday. The Oak tree however will unfortunately need to be reduced by two thirds and we are in discussion with St Mary's church on when this will likely be done. However with the road now closed temporarily the window is now very tight.
- Clerk attended transport meeting at Epping Town Council on 18th October - interesting meeting and good to hear the Community Bus Service than runs on Mondays and Wednesdays is extremely popular with Theydon residents. However, we will need to advertise our other bus services more regularly to ensure they are used.
- Clerk and Assistant Clerk have been busy obtaining consent from the landlords above the shops for the artificial Christmas trees. The work has started and the trees will be up and ready for the Christmas Market. Our Christmas Tree has also been ordered and delivery will be on 24th November. Clerk is in touch with the electrician to get a date for the install of the tree lights.
- Christmas Market - Currently 15 confirmed stallholders. Everything now booked up and posters will go out next week.
- Email from resident: - commuters are now parking on yellow line restrictions in the absence of traffic wardens. Clerk and Resident have followed up with NEPP.
- Notification of the Village Design Statement Association has now been dissolved – circulated.
- Working party has now met to discuss initial first steps with website. Clerk has asked Councillors to provide existing content for transferring across and to suggest any new content they would like to see. If you haven't already done so please can you comment so we can get this moving forward? Thank you to Cllr Burn who has provided a lot of good information so far.
- Complaints of litter around the main shopping area outside the food restaurants. Suggestion of larger bins provided or a letter to owners in the first instance.
- Community Litter Pick feedback from 6th October - not as many turned up as hoped. Clerk has suggested some ways to communicate the litter picks more with the community.
- Number of complaints particularly on the Facebook page - about large numbers of rats around the village pond. Clerk has emailed Corporation of London to try to see if there is anything we can do.
- Pleased to advise that Sue Sowerby is our new Community Champion for Theydon Bois. She is a great person for this role and we wish her every success.
- Complaints of dog waste being left bagged at the entrance to the Forest at Morgan Crescent. Have emailed Corporation of London but they advise that it will need to be EFDC who install a bin on the road side at the edge of the Forest and collect as normal with the rest of the dog bins - comments please.
- Understand Mark Squire from Witham Town Council will replace Enid Walsh as Town Clerk at Loughton Town Council at the end of the year.
- Cllr Burn attended the Re-Use centre's 5th year anniversary celebrations this month - report circulated

722. Finance and General Purposes Committee

723. To receive an update on Finance & General Purposes matters since the last Meeting.

No further update as the Finance Committee has not met since the last Full Council meeting. Budget does seem to be on track.

724. To approve the payments made since last meeting: **APPROVED**

Note: Clerk will need to look further into the maintenance charge from Essential Security as this was paid in June this year. Cllr Hannibal proposed if correct then the difference in this amount with what we have already paid is approved.

725. Standing Orders and Financial Standing Orders – MH proposes we review and approved at next the Parish Council meeting as these have only just been distributed to Councillors. Cllr Burn suggested the approval date will need to be added to the document. Cllr Hannibal mentioned the Issue numbers do exist but will need to be updated as necessary.

Resident: - Could we consider adding in a more flexible approach to when the public are allowed to speak? Cllr Hannibal stressed that we are governed by the National Association of Local Councils and we need to follow correct procedures with our meetings. Cllr Burn suggested we will however look at this on review.

726. Update on the Buxton Trust and Tennis Club Lighting. The Parish Council made a grant last year to the Buxton Trust towards the Tennis club safety netting with a clause that the amount would be payable within 5 years if lighting were to be installed. The Tennis Club now intend to put up lighting. However, this has not yet happened and it is therefore not appropriate to discuss at this meeting. Worth noting that the District Council refused planning but the tennis club won their appeal. This will need to be put onto the next Full Council Agenda.

727. To Approve costings for the electronic uploading of historic minute books of Theydon Bois Parish Council. Initial costings were very high so we are not yet in a position to take this forward.

728. Planning Committee

729. The Planning Committee have been very busy with 22 applications since the last Full Council meeting of which 7 were objected to. The site of the Sixteen String Jack – The Parish Council have been asked to make suggestions to the developer– the developer has suggested John Rann Court. The Planning Committee will respond with thoughts on this and alternative suggestions. The New Local Plan has now been formerly submitted to the Planning Inspectorate for Examination in Public.

730. Highways, Cemetery and Environment Committee

731. Cllr Purkiss, Chairman, provided an update on Highways, Cemetery and Environment matters within the Village.

732. Yellow lines have now been reinstated following the resurfacing work along Loughton Lane and the Avenue of Trees.

733. As mentioned by the Clerk the War memorial cleaning has taken place but the Oak Tree situated next to the memorial will now unfortunately have to be reduced by two-thirds. St Mary's Church are dealing with this and are keeping the Clerk informed.

734. Next month the costings will be back for the road works that need completion and the re-kerbing in the areas highlighted previously.

735. CCTV – Cllr Purkiss requested that we move forward and sanction the spending of £982.00 for a further ANPR camera in a blind spot in the village. Cllr Hannibal informed the Council that as this is in budget then Cllr Purkiss can proceed. Additional cameras would also be useful in one or more areas.

736. We can also report that Highways have a new initiative – TBPC have been put forward by the ELAC to take part in this pilot and Cllr Purkiss will attend an initial meeting at Chelmsford next month and report back.

737. NEPP – Station Hill nominated as parking in their meeting on 4th October. We understand that this has been sanctioned and put forward by District Council but opposed by Parish Council. NEPP will be carrying out a safety audit shortly.

738. Community Liaison Committee

739. Cllr Howard, Chairman, provided an update on Community Liaison matters within the Village:

740. As we are aware the setting up of the Christmas Market is very chaotic. We have therefore looked at the option of one large marquee for the stallholders. However, when we investigated this it would be logically impossible given the marquee would need huge water butts for safety purposes and at this time the Community Liaison Committee felt this would not be feasible. The Parish Council will however provide tables for the stallholders. Currently we have 15 confirmed stallholders for the evening.

741. Main village Christmas Tree will be at the Village Hall once again. We have a date for delivery of the 24th November and the Clerk is in discussion with the Tree lighting company for the lighting install date. All agreed the tree was very successful at the Village Hall. We are also installing artificial trees in the shopping area above the shops and we are moving forward with this project. Butler & Stag are providing power for one side and Theydon Beauty for the opposite side.

742. To approve funding for the extra artificial trees.

During the July full Council meeting funding was approved from reserves for the artificial shop front trees up to £5,200. This amount did not however include the electrics. The quote we received (1 of 3) from the existing company that provides our main tree lights for the complete work is £8864.00. There is therefore an additional amount of £3,664.00 required (above approved £5200).

There was some discussion around the Community Liaison Committee's existing budget for Christmas and where we are at the moment with that spend. The current Christmas budget is £7500 and we also have an additional £615 unused from the Theydon Seniors. The committed spending on the Christmas Tree and Market is just under £7000 leaving us around £1,000. The extra funding for the artificial trees is therefore proposed by Cllr George Howard; seconded by Cllr Hannibal. 6 Councillors voted in favour and one abstained. **APPROVED**

Cllr Burn mentioned we consider the Risk Assessments and to ensure the Insurance Policy is checked. Clerk advised the Assistant Clerk has checked the policy and we are in process of writing a Risk Assessment. Finally Cllr Howard asked the members of the public if you are able to volunteer at the Market that would be most appreciated and if you are available please can you let the Clerk know.

743. 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.

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

Resident raised objection to outside lighting on the Fish and Chip shop and the new premises next door have also put up similar lights. Decision will go to Plans East on 15 Forest Drive (the Fish & Chip shop) and we will hear that outcome shortly.

Resident – clarification on item 7.3. Cllr Hannibal confirmed this has been deferred to next meeting for formal approval.

Resident congratulations to Sue Sowerby on her new role as Community Champion. Sue spoke briefly about this role and what is involved - she will work very much with the community. They are currently advertising a Stay Well Campaign. A lot of training is involved with the new role so Sue can therefore communicate and advise to residents where necessary.

Resident: - has the CCTV coordinator been identified? Can we also look into promoting and doing more with EFDC on their Youth Council; they are elected beginning of Sept and will be available November. Clerk will look further into this. Also keen to link resident CCTV with the Parish in terms of database and to allow us to see who has personal CCTV at their properties. Could consider but the Parish Council feel this would be a large project to organise and we would need to consider logistics.

745. 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:

Cllr Gooch closed the meeting at 09:50 PM

Signed: Caroline Carroll Parish Clerk

Dated: 03/11/2018