



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 July 2018

- **Councillors Present:** Cllrs Philip (Chair), Gooch, Hannibal, Purkiss & Burn
- **Apologies:** Cllrs Crook, Wood and Howard
- **Officers Present:** Sarah Shirley (Assistant Parish Clerk)
- **Members of the Public:** 5 members of the public

687. Apologies for Absence: Cllrs Crook, Wood and Howard and Mrs Caroline Carroll

688. To discuss & approve the Minutes of the Annual General Parish Council Meeting & the Annual Parish Meeting held on Thursday 28 June, 2018 **APPROVED**

689. 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.

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

A member of the public put forward views on item 9.2 on the Agenda, namely the proposed cleaning of the War Memorial in time for the annual Remembrance Service. There is an oak tree overhanging the war memorial and concerns were raised that parts of this tree need cutting back before any cleaning works are carried out (to ensure that the tree is not damaged by such works).

691. Correspondence – Clerk’s Report

- Letter from Epping Forest District Council has been received and circulated with regards to bonfires at the Allotments. Letter circulated to all Councillors and Clerk is following up with Duncan from Epping Forest District Council (**EFDC**)
- Where does Water go? Project - details have been circulated to all Councillors to decide if we can participate
- A new water meter has been installed at the Cemetery – a confirmation letter has been circulated to the Highways Committee.
- CCTV – we have now obtained further footage and a number plate from the Theydon Bois’ Bakery break in on the morning of 25th July, 2018. This has been sent to Loughton Police. Our Neighbourhood Watch team and PC Andy Cook have been notified. Further footage of another crime, a wallet theft, has been hand delivered to Loughton Police. Neighbourhood Watch has asked for signage alongside our CCTV signage. Local police have been in contact with information on the next “Coffee and Cops” session. The Neighbourhood Watch team are looking into the possibility of CCTV being installed on Station Hill.
- CCTV at the Playground- 4G has now been installed and is up and running with software on office PC.
- EOS (sister company to Swallow's coaches) will withdraw bus services in the area – does not appear that Theydon Bois is affected.
- The Ongar branch of Barclays will close from 9 November 18.
- A Letter has been received from a Purlieu Way resident regarding damage to kerbs and verges.

- In the previous Finance & General Purposes Committee meeting, it was agreed that we would pay subscriptions and donate to: Stop Stansted, Open Spaces Society and RCCE Membership.
- The EFDC Youth Engagement Officer confirmed that local youth councillors will be willing to attend a meeting in October or November for a discussion around raising awareness of nitrous oxide canisters. They will be launching their Gateway Drug Awareness Poster in September.
- RCCE winning villages awards circulated.
- The Annual Canvass of Electors will be starting next week. The aim is to get as many people using automated response methods as possible and we have been asked to spread the word in any way we can.
- It has been reported that there is a large branch (which looks like it is on its way out), from an oak tree, overhanging the War Memorial.

Cllr Philip: very supportive of automated service for the annual canvass and reiterated that it is a good costs saving initiative.

692. Feedback from Epping Forest District Council

Cllr Philip: not much to report as it has been a quiet month. However, the update on the judicial review case (CK Properties (Theydon Bois) Limited v EFDC) is very positive. EFDC were successful on all four grounds and were awarded maximum costs with leave to appeal being turned down. There will now be a wait until we get a date for submission of the local plan, but as soon as that date is received, action will be immediately taken. CK Properties (Theydon Bois) Limited has made a direct approach to the Court of Appeal to appeal the decision further, but it is not thought that such appeal will be granted at this time.

693. Police Liaison

PC Andy Cooke not present.

694. Finance and General Purposes Committee

- 695.** To receive an update on Finance & General Purposes matters since the last Meeting:- there are three major areas of interest- investment of assets (whereby the Agreed Strategy will be followed), the cleaning of the War Memorial (item 9.2 on the Agenda)(see 629.6 below) and the Christmas Tree purchase (item 10.2 on the Agenda)(see 630. 2 below).
- 696.** To approve the payments made since last meeting: **APPROVED**
- 697.** To approve the Terms of Reference for each Committee: - it was noted that no comments or approvals have been received from Councillors to date. By the next Full Council Meeting (27 September, 2018), all Councillors will be expected to have completed this review process.

698. Planning Committee

- 699.** It was noted that the Epping Neighbourhood Plan is somewhat ambitious in its scope and relies on improvements being made in the surrounding infrastructure, particularly in the Ivy Chimneys area. It is proposed that this area will see the building of 950 new houses. It was noted that the traffic situation is already a concern in this area, without the introduction of new development. It was suggested that as a Parish Council we can benefit from the experience of other parishes and we have been correct to delay in formulating our own Neighbourhood Plan.
- 700.** The Government has released its new National Planning Policy Framework guidance and this is being reviewed by the Planning Committee to understand any implications on future development proposals.

701. Highways, Cemetery and Environment Committee

- 702.** To receive an update on Highways, Cemetery and Environment matters within the Village:
- 703.** It was noted that the CCTV in the village is running well.

- 704.** Cllr Purkiss: the 'Theydon Bois' sign went missing last week from the top of Piercing Hill. Unfortunately, this has been a frequent occurrence throughout the area and it should be a priority to get such signs replaced. Since the Highways Authority at EFDC treats this sort of issue as low priority, subject to approval, this may be a cost that the Parish Council would consider taking on.
- 705. Allotments:** recently a bonfire was lit and manure was dumped nearby which led to smouldering and complaints of a burning smell. An Environmental Officer from EFDC was in attendance to assess. Given the extreme weather conditions, it has been agreed that there will be no further bonfires in the short term and the alternative method of composting will be explored, but this will be discussed further at the next meeting of the Highways Committee.
- 706. Trees:** A resident in Blackacre Road wishes to cut some branches hanging into his garden from a tree in a neighbouring property. It is thought that such tree should be protected by a Tree Preservation Order and there are ongoing discussions with EFDC. Cllr Philip to assist.
- 707. War memorial:** a reasonable quote has been received for the cleaning of the War Memorial and the intention is that work will be carried out before the Remembrance Service in November. It was noted that prior to any work being carried out, the tree overhanging the War Memorial should be dealt with first. **Motion Approved.** There was discussion around which budget this venture will be taken out of and different options were suggested.
- 708. Playground:** the opening ceremony was a great success and everyone involved has done a great job. Going forward, the neighbour adjoining the playground will be contacted in order that an additional camera can be added to their garage to capture a different angle, not currently covered by the CCTV.

There was a discussion around whether a local resident should be paid a small wage to lock and unlock the gate on a daily basis to make it more difficult for people to enter the playground after hours and use it in an inappropriate manner. The Playground at Theydon Committee is not adverse to the idea, but they question how this will be funded. It was decided that the next step in consideration of this issue would be to ask the Playground at Theydon Committee whether locking the gate on a daily basis would help to lower the cost of the insurance premiums.

709. Community Liaison Committee

710. To receive an update on Community Liaison matters within the Village: no update this month.

711. To approve in principle artificial shop front Christmas trees and lighting of the four trees in Forest Drive: The proposal covers 48 trees and in the first year will cost £5,200. In subsequent years, the cost of this venture will decrease as the necessary brackets and trees will already have been purchased. It was agreed that both sides of the road would have the trees above each shop, but it was noted that more information is required to ascertain how the trees will be stored, whether the quote includes the cost of putting up the trees and taking them down again, what the life span of the artificial trees is and what are the insurance implications. The Clerk for Epping will be contacted to ask how they have managed this venture in previous years.

It was decided that it was not necessary to light the four trees in Forest Drive.

712. 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

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

A resident spoke about disturbance issues he is having with a licenced establishment within the village. Cllr Gooch recommended that the resident send an email into the Parish Office detailing the issues in order that the Planning Committee may have a better understanding of the issues raised.

714. 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:

Staff Matters

It was agreed for all staff contracts to be standardised on the NALC format so that all employees have an agreed NALC scale level and the NALC national annually agreed scale increases apply as from April in each year. Staff scale levels were confirmed and agreed.

Chairman Cllr Philip closed the meeting at 09:30 PM

Signed: Sarah Shirley Assistant Parish Clerk Dated: 03/08/2018