



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 22nd February 2018

Councillors Present: Cllrs Gooch(Chair),Hannibal, Purkiss, Phillips, Wood, Howard&Burn

Apologies: Cllr Philip & Crook.

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

595. Apologies for Absence
Cllrs Philip & Crook

596. To discuss and approve the Minutes of the Parish Council meeting held on 25th January 2018
Added in that the phone kiosk removed 12/1/18 was on Forest Drive.Signed as a true record

597. 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

598. Public Participation Session related to items on the agenda
None

599. Correspondence – Clerks Report

- Complaints from residents particularly in Purlieu Way and Buxton road regarding state of the kerbs. Clerk to write to residents in Buxton Road to ask they are considerate when parking as the grass verges are being destroyed.
- Complaints from residents regarding No 10 Theydon Park Road. There appears to be a leak from the driveway that runs onto the path: during the freezing nights the water has frozen and resulted in one resident having a bad fall. Same situation in Dukes Avenue. Letter to residents and to ECC to follow.
- War Memorial cleaning - quote has now been obtained from J Day & Sons we can possibly get a grant for this. Clerk to write to the War Memorials Officer - via Enid Walsh who sent original information along with quote to see if we are eligible for the grant
- Complaint re Crime in Theydon Road, mailboxes are being broken into and the IDs of these residents are being used in identity fraud. Resident has spoken to Tony Ames re possible village news story.
- Planning application for Marcris House nursing home has been refused. Originally submitted in Jan 2017 for the conversion of the home into residential apartments.
- Application for New Premises Licence to include sale of alcohol and the playing of recorded music at Belgique: will be discussed at Planning Committee next week.
- HMRC: all ongoing issues have now been resolved, the 2016 tax year issue was a technical one
- Year End Closedown is booked with RBS for Thursday 26th April 2018.

- The new Data Protection regulations are coming into force on 25th May. Re. clerk's email of 5th February, the latest information is that no action is to be taken by local councils until further information is disseminated via county associations. Assistant Clerk to attend the GDPR course. Clerk to continue to research position for our PC.
- Unity Trust Bank Account transferred as requested to an instant saver account letter of confirmation received
- Staff training - AGM for Clerk 21st Feb, GDPR for Assistant Clerk 6 March, End of Year Accounting for Clerk 27th Feb.
- Police liaison re. "pop up police stations" ongoing.
- Quotes for CCTV installers: ongoing.

600. Finance and General Purposes Committee

600.1 Update on Finance & General Purposes matters since the last Meeting: we are within budget. More from this committee next time. We have some reserved funds and need to see what we can do with them. Please consider this and feed back next time.

600.2 Playground At Theydon. They have received £20K recently, and await another for £25K. TBPC are to pay for the flooring and we have allocated £40K though it is likely to be more than that plus VAT. Based on the original quote our previous discussions were that we will pay for the floor however much it is, we would like to know the exact amount. *To be discussed further at next Full Council – please add to March agenda.*

600.3 To approve payments made since last meeting (omitted in error & raised later in meeting): Payments approved.

601. Planning Committee

Cllr Gooch commented:

601.1 Applications update: Belgique alcohol licence – will come before our Planning Committee next week. Rozel's new planning application will also feature.

601.2: Neighbourhood Plan: to be done asap. We are looking for support from RCCE – they have a service for this costing £600 + VAT – we have a budget to use this and don't need a formal proposal to engage it; we intend to do so April 2018.

Meeting at EFDC re. change in planning processes: took place Tuesday 20 Feb 2018. They propose to make it more difficult to get proposals to Committee: i.e. if we object it won't necessarily cause it to go to Committee – they wish to do more under delegated powers. Cllrs Gooch & Philip have been discussing this subject. Apparently, some parish councils don't back up their objections with a comment or speak at Committee – we always do. EFDC are experiencing difficulties in meeting the 8-week turnaround for applications, and suggest more delegated powers might help. More soon. *To be discussed further at next Full Council – please add to March agenda.*

602. Highways, Cemetery and Environment Committee

Cllr Purkiss commented:

- **Highways in general:** Heath Drive Sinkhole is ongoing, police and highways team have visited. ECC has had staffing reshuffle which has had ramifications – Cllr Purkiss has voiced concerns about ECC Highways interaction with us and has had a letter confirming that Peter Massey of ECC is on our case. Loughton Lane area has had roadworks but not all issues are being addressed there. Cllr Purkiss to meet Iain Grundy, portfolio holder for highways, and Chris Whitbread.
- **Highways Committee Meeting:** kerbs issue discussed, suggested using private contractors. Martin Neary and colleague came to the meeting for Q&A which was really positive. We are putting signs up in the cemetery to tell people not to let dogs off their leads there.
- **Burial Fees:** These are in line with other authorities, discussed concession to waive internment fee for burials of child under 10 (family would pay plot fee only). *To be discussed further at next Full Council – please add to March agenda.*

603. Community Liaison Committee

Cllr Howard commented:

- **Seniors:** To decide Seniors Summer Party date. To be discussed further and report back at next Full Council.
- **Christmas:** we are arranging the logistics for Market 2018 now.

- **Christmas Tree:** to decide position of tree for 2018. Clerk has approached Tristan from Corporation Of London about possibly putting it on Green. Awaiting feedback. Tree was well received in 2017 at Village Hall but we would still like to look into alternative sites. To be discussed further and report back at next Full Council.
- **CCTV:** reported that if you want to see tapes you have to pay. Cllr Phillips spoke to Essential CCTV, they said the charge (£65) is a callout fee for their personnel to go to the Bull control room. We have had a quote for £140 to establish a broadband connection with this control centre – more liaison with Essential needed for this. We have asked if it would be possible to resite the control room to Parish Office – answer was no. We have £500 in the budget this year to replace the camera; Cllr Gooch said we had considered changing cameras at the allotments. Essential contract expires this October, Council recommended reviewing it then. Meanwhile, Clerk can contact Essential re. allotment cameras. Suggested we meet Essential CCTV for a deeper insight into how their system works and how to access it, to ascertain if we are getting value for money. Also to call Craig Withers to see what was done when he was in post as our CCTV rep. Cllrs Phillips & Purkiss to see what can be put in place before April 5 2018.
- **Special Constable:** Parish Office has directed details of officer at Essex Police who deals with recruitment of such to Cllr Phillips, who followed up only to find that the scheme we were interested in is currently on hold. Council agreed it is not feasible to employ our own PC. We could possibly approach one of the new officers EFDC are planning to employ.
- **Transport:** Cllr Wood has stepped down as transport rep. *Successor to be considered at AGM – please add to AGM agenda.* The local bus is likely to be withdrawn after 31 March – Chris Whitbread is in talks with Chelmsford about this and transport is on the Local Plan.

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

- Please can Parish Office send Chris Whitbread agendas for our Full Council.
- Local Councils Liaison Committee on March 12 2018 – Cllr Burn to attend
- Death of a Senior National Figure: Assistant Clerk attended a course dealing with preparations for this subject – it is further-reaching than may appear at first and there are issues we can agree and processes we can put into place now for when the inevitable happens. Parish Office to email all councillors with EFDC guidelines and alert other local groups who would be part of our official reaction to these events. *To be discussed further at next Community Liaison Committee and at next Full Council – please add to March agenda.*

605. Public Participation related to items not on the agenda

- Resident: a hedge has been planted outside the Old School House – it looks good.
- Resident: asked what happened to old Coppice Row street sign – it has been refurbished and will be reinstated.
- Resident: People from the crossroads have trimmed the ivy back – thank you.
- Resident: can we fill holes in verges as they are getting bad. Morgan Crescent, Orchard Drive and Forest Drive by the dentist's all mentioned.
- A company with links to Theydon Security a logo resembling TBPC's has been sighted. EFDC use Park Security whom outsource to the company who own Theydon Security.
- Meeting about security & crime has taken place, pop up police stations for the area were discussed, they will be located in a trailer. Clerk to circulate report from resident about police proposals.
- Sinkhole in Heath Drive – resident asked if we knew the cause. We don't – but if any solid reason is revealed, Cllr Purkiss will broadcast the news.
- Planning application boom anticipated when new Local Plan is ratified. Feb 2017-Feb 2018: there were 62 applications and we had 20 weeks with no applications lodged at all.
- Driveways and kerbs: people are widening driveways and doing drop kerbs themselves. These should be done by authorised agents. Can we tell ECC Highways as a council and online? Cllr Gooch: there has been a spate of this, we should do a survey. Residents have made a list and will copy Council in.
- New compliance officer: Starts at EFDC 1/4/18. Resident to check what their remit is.

- Builders damage to verges: why don't EFDC insist on a bond being taken out before works to oblige builders to tidy up afterwards. Cllr Burn to research what other councils do.

606. Following Agenda items will exclude Public and Press

- Communications Review

Councillor Gooch closed the meeting at 21:35 to press and public

Caroline Carroll
Clerk to the Council

Councillor John Philip
Chair of the Council