



# Theydon Bois Parish Council

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

Clerk to the Council: Mrs Jennifer Endean  
Assistant Clerk to the Council: Mrs Julia Gale

## Minutes of the Annual General Meeting of the Council held virtually by Zoom at 8.15pm on Thursday 28th May 2020

- **Councillors Present:** Cllrs Gooch (Chairman), Hannibal (Vice Chairman), Purkiss, Burn, and Cllrs Amos, Blake, Morton and Soutar
- **Apologies:** Cllrs Philip and Wood
- **Officers Present:** Jennifer Endean (Clerk to the Council), Julia Gale (Assistant Clerk) and Caroline Carroll (Responsible Financial Officer)
- **Members of the Public:** The meeting was publicised in the public domain, but was not attended by any members of the public.

### 1063. Election of Chairman

Cllr Hannibal nominated Cllr Gooch for appointment to the position of Chairman. There being no other nominations, it was unanimously agreed by the Parish Council that Cllr Gooch be elected to the position of Chairman for another year. Cllr Gooch gratefully accepted the office of Chairman of the Parish Council. The execution of the Declaration of Acceptance of Office to be signed later under the new Covid 19 regulations.

### 1064. Election of Vice Chairman

Cllr Gooch nominated Cllr Hannibal for appointment to the position of Vice Chairman. There being no other nominations, it was unanimously agreed by the Parish Council that Cllr Hannibal be elected to the position of Vice Chairman for another term. The execution of the Declaration of Acceptance of Office to be signed later under the new Covid 19 regulations.

### 1065. Co-option of new Councillors

- 1065.1** Cllr Gooch proposed that Clive Amos, Linda Blake, Ian Morton and Beverley Soutar be co-opted onto the Council as members. Cllr Hannibal seconded. It was unanimously **AGREED** that all be elected as members. The new Councillors were then requested to sign their 'Declaration of Acceptance' Forms, and all agreed to return their 'Declaration of Interests' Forms to the Parish Clerk.

### 1065.2 To discuss and approve membership of committees

#### **Finance and General-Purpose Committee**

Councillors continuing their seats on this Committee are Hannibal, Philip, Gooch with the addition of Cllrs Amos, Blake, Burn and Wood. Making 7 Councillors in total within this Committee.

### **Planning Committee**

Councillors continuing their seats on this committee are Gooch, Burn, Hannibal, Wood with the addition of Cllrs Amos, Blake and Morton to the Committee. Making 7 Councillors in total within this Committee.

### **Cemetery & Allotments Committee**

Councillors Purkiss, Gooch, Hannibal are continuing their seats on this Committee with the addition of Cllr Soutar as a new member to the Committee. Making 4 Councillors in total within this Committee.

### **Community Liaison Committee**

Councillor Wood requested to leave this Committee. Councillors Gooch, Hannibal and Burn wished to continue their seats on this Committee, with the addition of Cllrs Blake, Morton and Soutar as new members. The Terms of Reference for this Committee will need to be amended at the first meeting to allow for 6 instead of 5 Councillors.

### **Highways and Environment Committee**

Councillors Purkiss, Gooch and Hannibal to continue their seats on this Committee, with the addition of Cllrs Blake, Morton and Soutar as new members. Making 5 Councillors in total within this Committee.

### **Other Responsibilities Discussed:**

Health & Safety -	Parish Clerk
Bank Signatories -	Cllrs Peter Gooch, Mike Hannibal, John Philip, and Anthony Purkiss
Complaints -	Cllrs Mike Hannibal, Peter Gooch and Linda Blake
Transport Rep -	TBA
Health/GP Liaison -	Cllr Clive Amos
Police Liaison -	Cllr Anthony Purkiss

### **Councillors Representing the Parish Council on External Bodies:**

Buxton Trust -	Cllr Anthony Purkiss
Local Council Liaison: Epping Forest	
Branch of the EALC -	Cllr Anthony Purkiss; Cllr Elizabeth Burn
National Playing Fields -	Cllr Mike Hannibal
Neighbourhood Action Panel -	Cllr Anthony Purkiss
Theydon Newsdesk -	Cllr Elizabeth Burn; Cllr Beverly Soutar
Theydon Bois District and Rural	
Preservation Society -	Cllr Anthony Purkiss
Tree Strategy -	Cllr Anthony Purkiss; Cllr Elizabeth Burn
United Charities -	Cllr Mike Hannibal
Village Association -	Cllr Peter Gooch; Cllr John Philip

**1066. Apologies for Absence:** Cllrs Philip and Wood gave apologies.

**1067. To discuss & approve the Minutes of the Last Full Council Meeting held on Thursday 30<sup>th</sup> April 2020.**

**APPROVED.**

**1068. 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.**

Cllrs Gooch and Hannibal with regard to items 12.1 and 12,5 on the Agenda as they are both Trustees on the Buxton Trust.

**1069. Public Participation session with regard to Specific Items on the Agenda: NONE**

**1070. Police Liaison – PC Cook did not attend. Instead Cllr Purkiss, as Police Liaison representative, gave a brief report.**

Seventeen youths congregated at the Cricket Club, there was evidence of drug taking and the police were called. The CCTV cameras were used to check for Offences. Since then the tables and chairs have been removed. A cannabis factory has been discovered in Abridge Road, Theydon Bois, by the Police. Four arrests were made.

**1071. Clerk's Report**

**Updates from last meeting:**

1. Well done to Julia who was able to fly the Union Jack flag at the Village Hall as a sign of respect for VE Day. Hopefully, the new Parish Flag should be in production soon.
2. Also, following on from our last meeting a resident of Sidney Road was very pleased to hear that the Parish Council supports their appeal for yellow lines at the end of the road and they will be following up on the next steps of the application.

**Public enquiries this month:**

3. A resident notified us that an abandoned trailer was dumped in Green Glade. This was in a very derelict condition. The Parish Clerk reported this to the Police and EFDC, and it has since been removed.
4. A resident has enquired about parking restrictions in the village and when do these start up again? Parking restrictions remain in place, so anyone parking on the yellow lines is risking a fine.
5. We received a public enquiry regarding speeding along Orchard Drive. The resident is very concerned for pedestrian safety as vehicles have been speeding along the road. What would we propose to do about something like this?  
Speedwatch has been suspended because of Covid 19, but Cllr Amos, who is on the Speedwatch Panel, agreed to ask them to add Orchard Drive to the list of roads to patrol.

**Village Updates:**

6. Theydon Bois Horticultural Society have replanted the village planters by the shops including the large round planter by the zebra crossing. Members that we have to thank for this work are Liz Mcquire, Lee Anderson, Margret Jones, Graham Pribul and Chris Sanders. The cost of these plants and soil was around £130. Is this a cost that the Parish would pay for? It was agreed that the Parish Council do historically pay for the plants. The Parish clerk was asked to investigate whether the Parks Department at Epping Forest District Council would be able to water the planters and how much this would cost.

**1072. To receive reports from Parish Council Representatives on Outside Bodies**

Cllr Burn reported on a virtual forum she attended run by the EALC. The discussion focused on how local councils in the Epping Forest, and Chelmsford, areas have been contending with the challenges faced during the Coronavirus outbreak. Recent topics included early consideration of how, once lockdown is eased, local councils could conduct meetings in person, with the public present. Concerns were raised over the requirement to seat everyone present at a minimum distance of 2m apart and whether, consequently, larger meeting rooms would need to be made available for this purpose. Various Grant Award Schemes were discussed, and details circulated on the regular Covid-19 updates from the EALC. With no elections held this

year, several local councils have recently co-opted new Councillors. The EALC is currently compiling a series of 'virtual' training sessions, for both new Clerks, and Councillors, respectively, to be made available later this year.

**Cllr Gooch reported on the recent Village Association meeting.**

The VA meeting discussed when the Hall may be able to open again. At present it will probably be the end of the year. The committee await further Government guidelines. In the meantime, they are taking the opportunity to re-decorate the Hall and the Foyer is being painted and new carpet tiles will be laid in due course.

**1073. Reports from District and/or County Councillors**

**None in Attendance.** It was noted that, following the Epping Forest District Council ('EFDC') Annual Meeting, there is a new Chairman at EFDC, being Cllr Helen Kane. Cllr Philip is now Portfolio Holder for Finance and Economic Development, whilst Cllr Nigel Bedford becomes the Portfolio Holder for Planning and Sustainability. Cllr Sue Jones will be the new Chair of the District Development Management Committee. At Essex County Council, Cllr Chris Whitbread has been appointed as the Cabinet Member for Finance, and is still Leader of the Council at EFDC.

**1074. Finance and General-Purpose Committee**

**1074.1** Following the discussion regarding Shopper Bus SB09 in the last meeting, it was decided to do more research and look at making a donation to other more appropriate forms of transport that may better meet the needs of the community.

**1074.2** It was noted that a £300 overpayment from funeral directors needs to be transferred back to them by bank transfer.

Cllr Hannibal asked for approval of this month's payments. **ALL APPROVED.**

**1074.3 Risk Register.** An amendment to the Risk register wording on Page 5 to:

"When considered practical and based on value more than one quotation or estimate should be sought. For major contract services (over £25,000), formal competitive tenders would be sought as per Financial Standing orders."

This is to obviate the need to obtain 3 quotes for every job, however small. **ALL APPROVED.**

**1074.4** The Parish Council has been advised by their internal auditor of the need to appoint a councillor outside of the Finance Committee to oversee all payments made by this Committee. Cllr Morton offered to be this person. **ALL APPROVED.**

**1074.5** Councillors were asked to approve a payment from the Buxton Trust of £175 towards the costs of removing waste from the allotments. As the Cricket Club also put their rubbish on the Allotments, they agreed to pay some of the removal cost. **ALL APPROVED. (Cllrs Gooch and Hannibal abstained due to conflict of interest)**

**1074.6** It was noted that the Accounts had already been approved last month and therefore did not need to be approved at this time.

**1074.7** All Councillors were asked to note that the Auditors report last year, and again this year, states that the Parish Council should charge VAT on the donations from local businesses for the Village News. As these donations allow them to advertise in the Village News, the Auditor asserts that this is in fact advertising costs and not donations and VAT should be charged. It was decided that a letter would be sent to HMRC to seek approval for not charging VAT. **ALL NOTED.**

**1074.8 Cllr Gooch signed Sections 1 (Annual Governance Statement)**

## **1074.9 Cllr Gooch signed Section 2 (Accounting Statements) of the Annual Return (AGAR) for the Council for the Year ending 31<sup>st</sup> March 2020**

**1074.10** A vote of thanks was given to Mrs Caroline Carroll for all her hard work on the Accounts. (She then left the Meeting).

## **1075 Planning Committee**

Cllr Burn reported that the planning committee had met twice since the last Full Council meeting, on the 7<sup>th</sup> and 21<sup>st</sup> May, via video conferencing, to consider a total of 7 applications, 4 of which related to sites within the Green Belt. Unusually, objection was raised to all 7 applications; 4 of which were revised proposals that the Committee felt had not addressed the reasons for the previous objection, or refusal by EFDC.

The Committee was also informed, in a report by Cllr John Philip, that the proposal for new floodlighting to front of the The Bull Public House had been approved by EFDC in error, but that, since the Listed Building Consent was not granted, this cannot presently be implemented. Concerns over the removal of a prominent confer tree and hedge, within a property adjacent to the Village Green, have been referred to the Housing Portfolio Holder at EFDC. It is anticipated that public consultation on the Main Modifications to the Epping Forest District New Local Plan (2011-2033) will now commence in October 2020; a revised schedule having been agreed with the Planning Inspector.

The Chairman also gave a vote of thanks to the Planning Clerk, Sarah Shirley, for the considerable time and effort that she had contributed in recent weeks, in response to the increased workload resulting from the Coronavirus outbreak.

## **1076. Highways, Cemetery and Environment Committee**

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

### **Allotments**

Cllr Purkiss reported that the Allotments had been very busy, and a lot has been achieved.

The Allotments are mostly full and the allotment holders have been enjoying using their plots in these difficult times. The bonfire waste has once again become full, and another grab lorry will be needed soon.

The verges in the village need to be watched as they are becoming damaged. More verge trees may be needed to stop this happening.

### **Village Green**

Harrington Brothers will be re-laying some more pathway around The Green, this time along Coppice Row.

The Parish Council has a good relationship with the City of London, and they are going to remove the bench opposite Thrifts Mead, remove the plaque and put a more suitable bench in opposite Woburn Avenue and replace the plaque.

The City of London incorrectly removed all our Dog Bins, instead of just the broken ones. They have agreed to reinstall 3 of the 5 they took away. Also, they are planning to move some of the Black Bins into more suitable locations around The Green.

Some of the rotten roof tiles on the Bus Shelter have been replaced with cedar tiles, which should last.

There was a discussion regarding the need for a Dog Bin at the top of Morgan Crescent at the forest entrance. This was **APPROVED**.

New temporary double red lines (following the issuing of a Temporary Traffic Regulation Order) were painted on roads around Epping Forest during Lockdown. This was undertaken without any consultation. The new parking restrictions took effect on 22<sup>nd</sup> May 2020 and are enforced by wardens and camera cars. The Councillors discussed and agreed a letter of objection would be sent about the lack of public consultation.

**1077. Community Liaison Committee**

To receive an update on Community Liaison matters within the Village.

Cllr Soutar discussed having a defibrillator installed over at the Cricket Pavilion, this is a close position to the allotments and will benefit the holders in the case of an emergency. The cost of this is £1720 and it was pre-agreed to split the price three ways between the Parish Council, Buxton Trust and Scouts. **APPROVED.**

VE Day Update: The Village Association has agreed to contribute £1250 to the financial loss incurred from the cancelled event.

**1078. 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.**

**1079. Public Participation session - Open forums for members of the public to voice their views or make suggestions on any other Council Business or matters of local importance: NONE.**

Cllr Gooch closed the meeting at 10.22 PM

Signed: .....

Dated: 25/06/2020