



Theydon Bois Parish Council

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

Clerk to the Council: Mrs Jennifer Endean
Deputy Clerk: Mrs Julia Gale
Planning Clerk: Mrs Jane Sounes

To: Members of Theydon Bois Parish Council

24rd September 2021

Important Guidance - please read: -

The Government has announced the return of face-to-face meetings for Councils. The meeting will be held in the Oak Room at the Village Hall to allow for social distancing. Hand sanitiser will be provided and please ensure you are wearing a face covering. We will not be providing paper copies of the Agenda so should you wish to receive a copy of the Agenda please email the Parish Clerk for an electronic copy.

You are hereby summoned to attend the Annual Meeting of Theydon Bois Parish Council at Theydon Bois Village Hall on **Thursday 30th September 2021** for the purpose of transacting the following business:

Jennifer Endean
Clerk to the Council

Agenda Full Council Meeting

1. **Apologies for Absence**
2. **To discuss & approve the Minutes of the Parish Council Meeting held on Thursday 29th July 2021.**
3. **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.
4. **Public Participation session with regard to specific items on the Agenda**
5. **Discussion of Parish Council stance on carbon offsetting land areas.**
6. **Reports from Parish Council representatives on outside organisations.**
7. **Reports from District and/ or County Councillors**
8. **Clerk's Report – Correspondence**
9. **Finance and General Purposes Committee**
 - 9.1 To receive an update on Finance & General Purposes matters since the last Meeting.
 - 9.2 To approve the payments made since the last meeting.
10. **Planning Committee**
 - 10.1 To receive an update on planning matters since the last Meeting.

11. Highways, Cemetery and Environment Committee

- 11.1. To receive an update on Highways, Cemetery and Environment matters within the Village.
- 11.2. To agree a change in Standing Orders to allow calling of Highways Committee meetings within 1 day.
- 11.3 To discuss the process for registering items as Community Assets.
- 11.4 To discuss quotes received for powering of gates at Cemetery.

12. Community Engagement Committee

- 12.1 To receive an update on Community Engagement matters within the Village.
- 12.2 To receive an update on the Christmas Market including Chairman’s Charity and approval of Christmas Market poster.
- 12.3 To receive updated Media Policy.

13. 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.

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

Signed: Jennifer Endean Clerk to the Council

Dated: 24th September 2021