



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 13th July 2021** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th July 2021

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 8th June 2021.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee
Planning & General Purposes Committee

8th June 2021
22nd June 2021

(Attachment B)
(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachment D)**(i) Relocation of police helicopter base: Epping Forest District Council letter**

Epping Town Council have received a letter of objection to the police helicopter base from North Weald Airfield to Lippitts Hill in Epping Forest, from Epping Forest District Council, as per **Attachment D**.

Council is requested to **NOTE** this information.

(ii) Walking in Epping Forest: Epping Forest Heritage Trust (Attachment D1)

Epping Forest Heritage Trust have provided an update on their progress with signage to encourage walking in Epping Forest, as per **Attachment D1**.

Council is requested to **NOTE** this information.

(iii) The Queen's Platinum Jubilee (Attachment D2)

Epping Town Council has been invited to consider taking part in the celebrations/commemorations for The Queen's Platinum Jubilee in 2022, including the lighting of a Beacon on Thursday 2nd June 2022. Details are provided as per **Attachment D2**.

Epping Town Council have taken part in similar beacon lighting events for previous commemorative events. **Please note:** this falls on a bank holiday, so Epping Town Council officers will not be at work, so it may need to be led/supported by others.

Council is requested to **CONSIDER** this information and **DECIDE** what to do.

(iv) Epping Forest District Council Local Plan consultation

Epping Forest District Council's consultation on the main modifications to the Local Plan was due to be available from 8th July 2021, but has been slightly delayed. The consultation seeks views on changes being proposed to the 2017 Local Plan Submission Version which is currently under independent examination. **Please note:** this does not include any new sites, it is modifications to the submitted Plan.

The Town Clerk will collate these documents and they will be brought back to Epping Town Council (and the Neighbourhood Planning Advisory Committee) for comment.

Council is requested to **NOTE** this information.

(v) Whipps Cross Hospital Redevelopment Update (Attachment D3)

The Town Clerk has provided an update on the Whipps Cross Hospital Redevelopment, as per **Attachment D3**.

Council is requested to **NOTE** this information.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment E)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 8th June 2021.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th June 2021.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment F)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 FINANCIAL REPORT TO 30TH JUNE 2021 (Attachment G)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for June 2021 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for June 2021.

Payments total: **£61,009,04**. (Payments from Barclays total £43.65 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Cooperative total £60,639.09. Payments from the Co-operative Online total £326.30.

13 PAYMENT BY BANK TRANSFER (BACS) (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014, Local Government Act 1972, s111

Key Member: Cllr G Scruton

Cllr H Pegrum requested that Council consider payment by Bank Transfer (BACS), to alleviate the need for as many cheques. Where bank details are not available, payment will still need to be made by cheque, but this is less common.

Please note: Council's Financial Regulations permit BACS payments (Financial Regulation 6.9), but requests biannual review.

The Town Clerk has provided a procedure for BACS payments, as per **Attachment I**. This would provide satisfactory checks for our Financial Regulations and auditing process.

Council is requested to **CONSIDER** this information and **APPROVE** payments by BACS using the procedure detailed.

14 CYCLE OF MEETINGS (Attachment J)

Statutory Basis: Local Government Act 1972, s99 (Sch 12, p 8(1))

Key Member: Cllr N Avey

Council is requested to **CONSIDER** the draft Cycle of Meetings and recommendation and **APPROVE** them or make any required changes.

15 EPPING TOWN COUNCIL MEETINGS

Statutory Basis: Local Government Act 1972, s99 (Sch 12, p 8(1))

Key Member: Cllr N Avey

Council is requested to consider the location of Council and Committee meetings from 19th July 2021 (subject to any changing guidance). Epping Town Council have been holding the Council and Committee meetings in the main hall, but hirers will be looking to return after 19th July 2021 (subject to any changing government guidance).

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) If they wish to return to the conference room for meetings;
- (ii) If so, from what date.

16 **SALT BAG SCHEME** **(Attachment K)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr J Duffell

Epping Town Council have been invited to take part in Essex County Council's salt bag scheme. The Town Council took part in this some years ago and it did not work well (visitors needing assistance to the cars with salt/access to the salt when gates are locked/volunteers, etc.) Epping Town Council do not have sufficient personnel to deal with the administration of the current scheme.

Some years ago, three green salt bins were installed around Epping at Rayfield, Beaconsfield Road and Parklands, Coopersale by Epping Town Council. The arrangement at that time was that Highways would fill them up. Over time, this arrangement has not happened and the bins would therefore remain empty. Highways will not fill them as they are not their bins (dedicated yellow salt bins not installed by themselves). We understand the land on which each is sited is either Epping Forest District Council or Essex County Council land.

The most efficient way for Epping Town Council to be involved in this scheme is as follows:

- (i) Epping Town Council take delivery of the salt;
- (ii) Epping Town Council arrange for the three green bins to be filled with it;
- (iii) The community help themselves to the salt from the green bins.

This is the system that was used in 2020-2021 and this worked well. The Town Clerk would suggest that this is the system used in 2021-22, if Council wish to take part. If so, the Clerk would **RECOMMEND** that this system continues to be used until such time as it needs further review.

Council is requested to **CONSIDER** this information and **DECIDE** what to do.

17 **SKATE PARK TENDER DOCUMENT: STONARDS HILL RECREATION GROUND** **(Attachment L)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

At the Ordinary Council meeting on 11th February 2021 (Minute #399 (iii) of 2020/21), Council **RESOLVED** to pursue the refurbishment of the skate park at Stonards Hill recreation ground. The Town Clerk has prepared a Skate Park Tender Document to issue to skate park providers. **Please note:** this document has been checked by a professional skate park provider to confirm its suitability as a tender document and has been confirmed as fit for purpose.

RECOMMENDATION: Epping Town Council should APPROVE the Skate Park Tender Document, as per **Attachment L** and **AUTHORISE** the Town Clerk to issue it for tender for the Skate Park at Stonards Hill recreation ground.

Council is requested to **CONSIDER** this **RECOMMENDATION** and **DECIDE** what to do.

18 **MARKET STALLS** (Attachment M)

Statutory Basis: Food Act 1984, s50

Key Member: Cllr M Wright

At the Annual Council meeting on 14th May 2020 (Minute #20 of 2019/20), the Town Clerk was **AUTHORISED** to dispose of 36 of the old traditional market stalls. Ideally, they would be sold, but if this was not possible, they would be taken to a metal recycling plant. After a year of not being able to sell them, arrangements are being made to take them to a metal recycling plant.

The Town Clerk and Town Supervisor cannot envisage a situation where the traditional metal stalls will be used and would **RECOMMEND** Council **AUTHORISE** the disposal of all of them (approximately 70 stalls), rather than half of them. There are also several miscellaneous/broken parts that should also be disposed of, to free up space in the market store. The market stalls have been in temporary storage and do take up considerable space for the storer.

Council is requested to **CONSIDER** this **RECOMMENDATION** and **DECIDE** what to do.

19 **BUSKING/MUSIC GAZEBO: EPPING HIGH STREET** (Attachment N)

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr M-L Whitbread

Cllr M-L Whitbread has tabled a motion for consideration by Council.

“Would it be possible to consider a busking gazebo/tent for Epping? A resident approached me and suggested this for Epping, which would be a very ‘non expensive’ way of enhancing the Town and the new space we have. People love music and it would enhance the High Street and add character in a Covid safe way.”

Council is requested to **CONSIDER** this motion and **DECIDE** what to do.

20 **WAR MEMORIAL REDEDICATION EVENT: 100 YEARS** (Attachment O)

Statutory Basis: War Memorials (Local Authorities’ Powers) Act 1923, s1

Key Member: Cllr J Duffell

Some information regarding the rededication of the War Memorial event is provided as per **Attachment O**.

Council is requested to:

- (i) **APPROVE** the rededication event and format;
- (ii) **DECIDE** who wishes to read names of the Fallen as part of the service.

21 GARDEN PARTY

Statutory Basis: Local Government Act 1972, s111; Local Government Act 1972, s145

Key Member: Cllr M Wright

There are approximately 12 individuals/groups who have received awards since 2019 who have not been able to receive them publicly during the 2019-20 coronavirus health situation. Some funds were paid to a caterer by way of deposit for the Civic Reception 2020, which did not go ahead and this money can be transferred to an event this year.

The Town Clerk and Town Mayor have discussed a simple garden party where those who should have received an award publicly in 2020 and 2021 can attend, receive their award and have pictures taken to recognise their achievement. The event would be quite small and the money has already been allocated for light refreshments, but it would enable all councillors to meet those who have won awards and for Epping Town Council to publicly thank those awarded. The middle of September has been suggested to allow restrictions to ease and allow the garden at Epping Hall to be used. (Thursday 16th September or Thursday 23rd September 2021 may be suitable dates.)

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) If it is happy to hold the Garden Party at Epping Hall, as detailed above.
- (ii) If so, what date it should be held and what time.

22 CLIMATE & ENVIRONMENTAL AWARENESS (Attachments P, P1 & P2)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr C McCredie (as subject initiator)

Epping Town Council's Climate & Environmental Awareness Working Party met on 6th July 2021 to discuss the draft documents developed by the Town Clerk on this subject.

The position is provided as per **Attachment P**.

The **RECOMMENDATIONS** of the Climate & Environmental Working Party are provided as per **Attachment P1**.

The supporting documentation is provided as per **Attachment P2**.

Council is requested to **CONSIDER** these **RECOMMENDATIONS** and **DECIDE** whether to **APPROVE** them as decisions of Council.

23 EXCLUSION OF PRESS AND PUBLIC

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

24 INSURANCE POLICY (CONTRACT) 2021-2024 (Attachments Q & Q1)

Statutory Basis: Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

Key Member: Cllr G Scruton

(a) Main insurance policy 2021-24

(Attachment Q)

At the Ordinary Council meeting on 8th June 2021, Council AUTHORISED the Town Clerk, Town Mayor & Key Member for Finance, to conclude the Insurance Policy renewal with effect from 1st July 2021 (Minute #62 of 2021/22). Details are provided as per **Attachment Q**.

Please note: This is a new insurance contract.

Council is requested to **NOTE** this information.

(b) Cyber insurance policy 2021-22

(Attachment Q1)

At the Ordinary Council meeting on 16th July 2020 (Minute #125 of 2020/21), Council RESOLVED to hold a cyber insurance policy for Epping Town Council. That policy is now due for renewal (24th July 2021).

Cyber threats do pose considerable risks to Town and Parish Councils and if a cyber attack was to occur, it would cause major disruption and problems.

Council's renewal for this policy is provided as **Attachment Q1** and will renew on 24th July 2021.

Council is requested to **NOTE** this information.

25 **ELECTRICAL WORKS: 7 STONARDS HILL**

(Attachment R)

Statutory Basis: Local Government Act 1972, s111 & s126

Key Member: Cllr N Avey

The Town Clerk has provided an electrical condition report for 7 Stonards Hill, Epping, as per **Attachment R**.

Council is requested to **CONSIDER** the **RECOMMENDATION** and **DECIDE** what to do.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.