



# 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 **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 8th March 2022** at **7.30pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
2nd March 2022

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## 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 February 2022.

**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	8th February 2022	<b>(Attachment B)</b>
Planning & General Purposes Committee	22nd February 2022	<b>(Attachment C)</b>
Corporate Governance Advisory Committee	22nd February 2022	<b>(Attachment D)</b>

**7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments E1, E2 & E3)****(i) Tree for our late Freeman Denys Favre**

The Epping Society have requested a tree for the late Freeman of Epping, Denys Favre, at Stonards Hill recreation ground. Members present at the planting of the three oak trees for the Queen's Green Canopy suggested an oak tree by the tennis courts for Denys.

Council is requested to **CONFIRM** they are happy with this.

**(ii) Essex County Council Mineral Consultation (Attachment E1)**

Epping Town Council have been advised of a mineral consultation from Essex County Council, as per **Attachment E1**.

Council is requested to **CONSIDER** this information and **DECIDE** if they wish to make any response.

**(iii) Rotary events (Attachment E2)**

The Rotary Club of Epping have requested use of Stonards Hill recreation ground for two events over the summer of 2022. The Town Clerk has detailed the request and suggestions, as per **Attachment E2**.

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

(i) If it is happy for the two events to go ahead, as detailed.

**(iv) Red diesel legislation (Attachment E3)**

Epping Town Council have been advised of changing legislation regarding the use of red diesel. It would seem that red diesel should not be used for Council's operations and that white diesel would need to be used from 1<sup>st</sup> April 2022. Some further information is provided as per **Attachment E3**.

Council is requested to **CONSIDER** this information and confirm they are happy with this decision.

**(v) S137 spending limit: 2022-2023**

The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for Parish Councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2022-2023 is £8.82. This is an increase from £8.41 in 2021-2022 (it has increased by the percentage increase in the retail index between September 2020 and September 2021).

This means the maximum spend under this power is £82,616.94 (No of electors: 9367 x £8.82).

When a Town Council makes a decision, they must:

a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, S137 spending may be used for very specific purposes.

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

**8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment F)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 8th February 2022.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th February 2022.

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

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

**11 FINANCIAL REPORT TO 28<sup>th</sup> FEBRUARY 2022 (Attachment H)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of February 2022 and **DECIDE** if any further action is required.

**12 ACCOUNTS FOR PAYMENT (Attachment I)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2022 totalling £49,564.07 (Barclays: £45.10, The Co-operative £49,176.17 & The Co-operative online £342.80).

**13 GRANT REQUESTS (Attachment J)**

**Statutory Basis:** Local Government Act 1972, s111; Public Health Act 1936, s234; (miscellaneous powers depending on grant request)

**Key Member:** Cllr G Scruton

Epping Town Council have received the following grant requests for the second phase of the financial year grant period (1<sup>st</sup> September 2021 to 1<sup>st</sup> March 2022).

**Please note:** there is £1540 remaining in the Grants budget for 2021/22 financial year at the current time.

**(i) BASICS Essex: (BASICS Essex Accident Rescue Service): £1500**

Towards an advanced patient monitor to enable a doctor to administer life saving care.

**(ii) Epping Forest ReUse: £475**

For a steam cleaner to steam clean donations.

Council is requested to **CONSIDER** these requests and **DECIDE** what to do.

14 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE**  
(Attachments K-K10)

**Statutory Basis:** Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101

**Key Member:** Cllr B Scruton

The Corporate Governance Advisory Committee met on 22<sup>nd</sup> February 2022 (Minutes #412-438 of 2021/22 refer) and make the following **RECOMMENDATIONS:**

- (i) Epping Town Council's Standing Orders should be APPROVED, with no amendments;
- (ii) Epping Town Council's Financial Regulations should be APPROVED, with no amendments;
- (iii) The Internal Risk Register should be RE-APPROVED by Council **(Attachment K)**;
- (iv) The Asset Register 2022, as per **Attachment K1**, should be APPROVED as a correct record of Council's assets at this time;
- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The revised Complaints Procedure **(Attachment K2)** should be RECOMMENDED as a policy of Council;
- (vii) The Recruitment Policy, with minor wording changes **(Attachment K3)** should be RECOMMENDED as a policy of Council;
- (viii) The Health & Safety Policy, with no amendments **(Attachment K4)** should be RE-APPROVED as a policy of Council;
- (ix) The Grant Awarding Policy, with minor wording amendments **(Attachment K5)** should be RECOMMENDED as a policy of Council;
- (x) The Procurement Policy, with no amendments **(Attachment K6)** should be RE-APPROVED as a policy of Council;
- (xi) The Training and Development Statement, with minor amendments **(Attachment K7)** should be RECOMMENDED as a policy of Council;
- (xii) The Investment Strategy, with no amendments **(Attachment K8)** should be RE-APPROVED as a policy of Council;
- (xiii) The revised Balance of Trade Policy for the Market **(Attachment K9)** should be RECOMMENDED as a policy of Council;
- (xiv) The amended Climate & Environmental Awareness Policy **(Attachment K10)** should be RECOMMENDED as a policy of Council;
- (xv) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need.

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

15 **BUDGET VIREMENT**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

It is necessary to undertake some annual moss and grass maintenance work at Stonards Hill recreation ground. As the Parks & Building, Repairs & Maintenance budget (240/4260) is overspent, it would seem sensible to vire £500 from the underspent Cemetery Repairs & Maintenance budget (220/4260).

Council is requested to **APPROVE** this virement.

16 **INTERNAL AUDIT REPORT**

**(Attachment L)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council's internal auditor undertook their second work for the 2021/22 financial year on Wednesday 23<sup>rd</sup> February 2022 and their report is provided as per **Attachment L**. The auditor makes two recommendations which will be actioned. The auditor's final visit will be in May 2022 and their report will be brought to Council once available.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at this stage.

17 **CAR PARKING IN EPPING DURING QUALIS WORKS**

**(Attachment M)**

**Statutory Basis:** Local Government Act 1972, s111; Highways Act 1980, Road Traffic Regulation Act 1984

**Key Member:** Cllr B Scruton

Cllr B Scruton has tabled a motion for consideration by Council:

"Qualis Commercial will be undertaking major redevelopment works at Cottis Lane car park in 2022 and at the St John's site in St Johns Road. This will impact on the number of available parking spaces in the town and increase congestion during the construction work. The lack of parking during works will impact on the Monday market traders, the market's customers and those able to drive to use the High Street in general. Epping Town Council should give some thought to the impact of this on the town."

An excerpt from Qualis Commercial's Business Plan from October 2021 is provided, highlighting the indicative length of works, as per **Attachment M**.

Council is requested to **CONSIDER** this motion and information and **DECIDE** if any action is required.

**18 WORK EXPERIENCE OPPORTUNITY: GROUNDS MAINTENANCE**

**Statutory Basis:** Local Government Act 1972, s111; Local Government Act 1972, s112; Local Government (Miscellaneous Provisions) Act 1976, s19

**Key Member:** Cllr B Scruton/Cllr J Duffell

The Grounds Management Association have highlighted a shortage of grounds personnel coming into the sector and are encouraging those in these areas to promote the work and any possible opportunities. Epping Town Council have a very small grounds team, considering the number of green spaces they are responsible for.

With this in mind, it would seem beneficial to offer a work experience placement to someone interested in pursuing a grounds maintenance career. Epping Town Council are well placed to offer such an opportunity given the experience within their team and the cross section of our open spaces. The Town Supervisor would be happy to mentor a work experience student, provided they have a suitable interest and knowledge of the sector from their studies. Writtle University College and Capel Manor College would be suitable locations to advertise such an opportunity.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy for the Town Clerk and Town Supervisor to pursue a suitable candidate for a work experience opportunity with the grounds team.

**19 EXCLUSION OF THE 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.

**20 COMMUNITY AWARD (Attachment N)**

**Statutory Basis:** Local Government Act 1972, s111

**Key Member:** Cllr N Avey

At the Ordinary Council meeting on 14<sup>th</sup> February 2017, Council RESOLVED to present an annual Community Award to an outstanding community group (Minute #456 of 2017/18). Members have been provided with a list of potential candidates as per **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2022.

**21 PLAYGROUND CONTRACT AND LEGAL/FINANCIAL INFORMATION (Attachment O)**

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

**Key Member:** Cllr G Scruton/Cllr J Whitehouse

The Town Clerk has provided some information regarding the funding and financing for the playground refurbishment at Lower Swaines recreation ground, as per **Attachment O**.

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

22 **EPPING HALL WORKS****(Attachments P & P1)**

**Statutory Basis:** Local Government Act 1972, s133

**Key Member:** Cllr G Scruton/Cllr H Pegrum

At the Ordinary Council meeting on 8<sup>th</sup> February 2022 (Minute #398 of 2021/22), Council discussed the proposed works to Epping Hall in more detail and requested some amendments to the front stairs and entrance door. The architect has considered the comments and provided amended proposals as per **Attachment P**.

The architect has advised that the topographical drawings of Epping Hall are not very accurate and more accurate drawings would be needed for proposals to progress. Quotations for this work are provided as per **Attachment P1**.

Council is requested to **CONSIDER** the information and proposals following the various meetings and **DECIDE**:

- (i) If the proposals, as per **Attachment P**, should be **APPROVED** as the preferred design options;
- (ii) If the proposals should proceed to Planning Permission stage;
- (iii) If so, **APPROVE** the undertaking of the topographical surveys and **DECIDE** which quotation (**Attachment P1**) should be pursued.

*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.*