



# 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, 12th October 2021** at **7.30pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
6th October 2021

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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 14th September 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	14 <sup>th</sup> September 2021	<b>(Attachment B)</b>
Neighbourhood Planning Advisory Committee	23 <sup>rd</sup> September 2021	<b>(Attachment C)</b>
Planning & General Purposes Committee	28 <sup>th</sup> September 2021	<b>(Attachment D)</b>

**7 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) Milestones: Bell Common and Palmers Hill**

**(Attachment E1)**

Council's milestone restorer, Mr Waters, has provided an update on the milestone situation for Epping Parish.

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

**(ii) Climate & Environmental Awareness Update**

Cllr C McCredie and Cllr R Griffiths volunteered to join the Climate Awareness Forum at Epping Forest District Council (EFDC) to keep abreast of the work EFDC are undertaking in this area. The operations, finances and scope of the various Councils are markedly different and as such, Epping Town Council, at the RECOMMENDATION of Epping Town Council's Climate & Environmental Awareness Working Party, RESOLVED to follow Epping Town Council's Climate & Environmental Awareness Policy, which is specific to Epping Town Council and designed to be an aspirational reality.

Cllr C McCredie & Cllr R Griffiths will update members with any relevant information to date.

Council is requested to **CONSIDER** the information provided and **DECIDE** if any further information is provided at the current time.

**(iii) Remembrance Services November 2021 (Attachment E2)**

Cllr J Duffell, as secretary of the Royal British Legion, Epping & District branch, has shared details of Epping's Remembrance Services in November 2021, as per **Attachment E2**.

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

**(iv) Essex County Council bus service consultation: Buses 14 & 381 (Attachment E3)**

Epping Town Council have been consulted on proposed changes to bus services 14 and 381, as per **Attachment E3**.

Council is requested to **CONSIDER** this information and **DECIDE** what/if any feedback should be submitted.

**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 14th September 2021.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 14th September 2021.

**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 30TH SEPTEMBER 2021 (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 for September 2021 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 September 2021. Payments total: **£47,430,51**. (Payments from Barclays total £42.50 (please note a transfer of £50,000 from Barclays to the Co-operative). Payments from the Cooperative total £46,494.02 (please note a transfer to the Co-operative online of £1,320). Payments from the Co-operative Online total £893.99.

13 **BUDGETS 2022/23 FIRST ESTIMATES** (Attachments J, J1 & J2)

**Statutory Basis:** Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

**Attachments:** Budget setting process (Attachment J)  
Budget overview position (Attachment J1)  
Draft fees and charges (Attachment J2)

Traditionally, Council has considered its first budget estimates at the full meeting of Council in October each year. This is proving to be too early, as the crucial tax base figure is not known until mid November each year.

After discussion with the Key Member for Finance, Cllr G Scruton and the Town Mayor, Cllr M Wright, and given the amount of work involved in the budget setting process, it was felt that the first budget estimates should be moved to full Council in November each year.

The Town Clerk & Responsible Financial Officer has provided an overview reminder of the budget setting process, a budget overview of the current position and anticipated position, and draft fees and charges for consideration. **Please note:** that the first draft fees and charges have been increased by 3% at this stage.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required at the current time.

14 **STONARDS HILL RECREATION GROUND BINS: DOG AND LITTER BINS** (Attachment K)

**Statutory Basis:** Public Health Act 1875, s164; Litter Act 1983, s5 & s6

**Key Member:** Cllr J Duffell

At the Ordinary Meeting on 15<sup>th</sup> October 2020 (Minute #247 of 2020-21), Council **CONSIDERED** the dog waste bins at Stonards Hill recreation ground. It was **RESOLVED** that the Town Clerk would conduct a general waste bin audit/assessment at Stonards Hill recreation ground and return to Council with further information (**Attachment K**).

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

**15 EPPING TOWN SIGN (Attachment L)**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr C Burgess

Cllr C Burgess has tabled a motion for consideration by Council.

“The empty signpost on Tower Road Green is not looking very attractive. The previous Town Sign (when newer) looked nice and told people they were coming into Epping Town. I think we should consider replacing this sign.”

The Town Clerk has provided some supporting information, as per **Attachment L**.

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

- (i) If it wishes to replace the Epping Town Sign at this location;
- (ii) What the sign materials should be;
- (iii) How the sign will be financed if it exceeds the total in the street furniture budget (£1800 in total (£1000 for equipment and £800 for repairs and maintenance) for the 2021/22 financial year).

**16 COMMUNITY SPECIAL CONSTABLE SCHEME (Attachment M)**

**Statutory Basis:** Local Government and Rating Act 1997, s31

**Key Member:** Cllr J Whitehouse/Town Clerk

On 16<sup>th</sup> September 2021, Cllr J Whitehouse and the Town Clerk attended a virtual meeting regarding the Community Special Constable Scheme (CSC). Some information on the Scheme is provided as per **Attachment M**.

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

- (i) If it wishes to join the Community Special Constable Scheme, as per the details provided;
- (ii) If so, how many CSCs would be pursued;
- (iii) How this would be financed.

**17 PLANNING COMMITTEE MEMBERSHIP**

**Statutory Basis:** Town and Country Planning Act 1990

**Key Member:** Cllr N Avey

Cllr Simon Baker would like to join Epping Town Council's Planning Committee. There are currently six members on the Planning Committee, but on occasion, this can still result in only four members.

**RECOMMENDATION:** Cllr S Baker should join Epping Town Council's Planning & General Purposes Committee.

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

**18 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.

**19 STONARDS HILL RECREATION GROUND SKATE PARK TENDERS (Attachment N)**

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

**Key Member:** Cllr M Wright

The tender for the refurbishment of the Skate Park at Stonards Hill recreation ground closed on 6<sup>th</sup> September 2021. The Skate Park working party met on 9<sup>th</sup> September 2021 to discuss the four tenders. Details of the tenders and RECOMMENDATIONS are provided as per **Attachment N**.

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

**20 PRINTING/PHOTOCOPYING CONTRACT (Attachment O)**

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

**Key Member:** Cllr N Avey

Epping Town Council's photocopying contract terminates on 1<sup>st</sup> February 2022 and it is now necessary to look at the contract that will replace it to ensure continuous service. Some information is provided as per **Attachment O**.

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

**21 JACK SILLEY PAVILION CHANGING ROOMS BOILER (Attachment P)**

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

**Key Member:** Cllr H Pegrum

The boiler in the football changing rooms in the Jack Silley Pavilion has been decommissioned and is no longer usable. An alternative system is required. Some further information and costings are provided as per **Attachment P**. The Town Clerk has made a **RECOMMENDATION** in **Attachment P**.

Council is requested to **CONSIDER** this information and **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.*