



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 by **ZOOM (digital meeting platform)** on **Tuesday, 27th April 2021** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
20th April 2021

*Please note: this meeting has been rescheduled from 15th April 2021 in accordance with Royal Protocol, following the death of His Royal Highness The Prince Philip, Duke of Edinburgh

CHANGES TO MEETINGS DURING THE CORONAVIRUS SITUATION

From 4th April 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4th April 2020. This enabled Town Councils to hold electronic meetings.

Epping Town Council will participate in electronic meetings, following our Standing Orders and Financial Regulations as closely as practically possible, supported by our Remote Council Meeting Guidance (NALC), from 8th April 2020.

Electronic meetings will be open to the public in public session, minuted and recorded in accordance with ordinary Council legislation.

Press and Public Participation: A meeting code will be publicly displayed to allow access to the public sessions.

Members of the press and public who are not able to connect remotely will have the opportunity to input through the Town Clerk in advance of the meeting.

Face to face Council and Committee meetings will resume once health and safety allows. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Methods of access will be published as usual.

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 11th March 2021.

(Attachment B)

To approve as a correct record and sign the Minutes of the Annual Town Meeting held on 25th March 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	9 th March 2021	(Attachment C)
Planning & General Purposes Committee	23 rd March 2021	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) REMOTE MEETINGS (Attachment E)

Epping Town Council have received notification that the government will not be extending remote meeting legislation beyond 7th May 2021. This means that Council meetings will need to be held in person, subject to general coronavirus Covid 19 legislation and restrictions.

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

- (i) If Council meetings will resume in person from May 2021;
- (ii) The date of the Annual Council meeting in May 2021;
- (iii) The location of full Council meetings from May 2021 onwards.

(ii) RURAL MARKET TOWN GROUP (Attachment F)

Epping Town Council have been approached about joining the Rural Market Town Group, as per **Attachment F**.

The Town Clerk would not consider joining the Group a priority at the current time, as we are developing a Neighbourhood Plan which considers our rural communities and have professional membership of The National Association of British Markets (NABMA) to support our market and its role in the wider community. Through our membership of NABMA, the Essex Association of Local Councils (EALC) and the National Association of Local Councils (NALC) we are able to input our views to government in relation to issues affecting our parish and sector.

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

(iii) MINERALS REVIEW CONSULTATION (Attachment G)

Epping Town Council have been advised about an Essex County Council Minerals Review consultation. The link to the consultation can be found on **Attachment G**.

The link has been shared with Council in advance of the meeting, so members can respond directly.

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

(iv) WHIPPS CROSS REDEVELOPMENT UPDATE (Attachment H)

Epping Town Council have been advised of further updates regarding the Whipps Cross Hospital redevelopment, as per **Attachment H**.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th March 2021.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th March 2021.

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

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

11 FINANCIAL REPORT TO 31st MARCH 2021 (Attachment K)

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 31st March 2021 and **DECIDE** if any action is required.

12 ACCOUNTS FOR PAYMENT (Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for March 2021 totalling £42,345.94. Payments from The Co-operative total: £42,279.50, Barclays total £42.06 & The Co-operative online total: £24.38.

13 **FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**
(Attachments M1, M2 & M3)

Statutory Basis: Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4

Key Member: Cllr G Scruton

(i) **Financial Summary Position and Year End Close Down** (Attachment M1)

The formal RBS close down of the Year End Accounts will take place on 18th May 2021 and this will be done remotely. Transfers between funds will take place at this point. An early projected out-turn figure has been provided as per **Attachment M1**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

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

(ii) **Bad debts** (Attachment M2)

(a) **2020/21**

A list of potential bad debts for 2020/21 is provided as per **Attachment M2**. These will continue to be chased and details brought back to Council as appropriate.

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

(b) **2019/20** (Attachment M3)

The bad debtors from 2019/20 are provided as per **Attachment M3**. These have continued to be chased and are now deemed by the Clerk & RFO as non-recoverable. The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2019-20 financial year as per **Attachment M3**, are £96. (**Please note:** this was £1935.04 when presented to Council as potential bad debts in April 2020.)

The Town Clerk will request these debts are written off by RBS Omega through the year-end close down on 18th May 2021.

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

14 **BY ELECTION** (Attachment N)

Statutory Basis: The Local Election (Parishes and Communities) (England and Wales) Rules 2006; Representation of the People Act 1983

Key Member: Cllr G Scruton

(i) **By election**

Following the resignation of Cllr I Black, Epping Town Council advertised a Casual Vacancy in accordance with Elections rules and legislation. This information is provided as per **Attachment N**.

A by-election has been called and will take place on 6th May 2021, coinciding with other elections, including those for Essex County Council, Epping Forest District Council and the Police, Fire & Crime Commissioner.

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

(ii) Thank you to former Town Councillor Ingrid Black

This is to formally thank Cllr Ingrid Black for her valuable contribution to Epping Town Council from May 2019 until March 2021 and send her our best wishes for the future.

15 PLAY IN THE PARK

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

Key Member: Cllr J Duffell

Epping Town Council have been approached by Epping Forest District Council regarding being involved with the Play in the Park scheme 2021.

The charge to the Town Council would be £90 per session. The sessions will be running in the District over 5 weeks between Monday 26th July until Friday 27th August. The sessions are free for participants and are usually fairly well attended (25-30), depending on the weather.

Stonards Hill recreation ground has been identified by Epping Town Council officers as the most appropriate location for the Epping sessions. If Council did proceed, two sessions would probably be sufficient given the one month time frame (July to August 2021).

Council is requested to **DECIDE:**

- (i) If it wishes to hold any sessions in 2021;
- (ii) If so, how many.

16 STONARDS HILL RECREATION GROUND WISH LIST (Attachment O)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, S19

Key Member: Cllr N Avey

Stonards Hill recreation ground working party met on Tuesday 9th March 2021 to assess the condition of Stonards Hill recreation ground and prepare a 'wish list' of desired improvements. The draft wish list is provided as per **Attachment O**.

Council is requested to **CONSIDER** the list and **DECIDE** whether to:

- (i) **APPROVE** it as the working wish list for Stonards Hill recreation ground, with or without amendments;
- (ii) **AUTHORISE** the Town Clerk to pursue funding for the wish list.

17 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.

18 STONARDS HILL RECREATION GROUND SKATE PARK (Attachment P)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, S19

Key Member: Cllr J Duffell/Cllr N Avey

The Town Clerk has received a request regarding Stonards Hill recreation ground skate park, as per **Attachment P**.

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

19 EPPING HALL WATER PRESSURISATION SYSTEM (Attachment Q)

Statutory Basis: Local Government Act 1972, s133, s144, s145

Key Member: Cllr H Pegrum

The water pressurisation unit at Epping Hall has long been ineffective. There are two units, one of which has been supporting the other. Now, both have failed and there is no hot water at Epping Hall. The system is quite elaborate as it is part of the old, commercial system.

The Town Clerk has sourced three quotations for these works, as per **Attachment Q**.

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

20 EPPING HALL WORKS CONTRACT (Attachment R)

Statutory Basis: Local Government Act 1972, s133, s144, s145

Key Member: Cllr H Pegrum

The Town Clerk has provided details about Epping Hall, created by the Epping Hall working party, as per **Attachment R**. This also details further information and progress to date.

Council is requested to **CONSIDER** this information and **DECIDE** whether to APPROVE the RECOMMENDATION in **Attachment R**.

21 CHRISTMAS LIGHTS CONTRACT (Attachment S)

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr J Duffell

At the Ordinary Council meeting on 11th February 2021 (Minute #420 of 2020/21), Council approved the tender document for Epping Christmas Lights 2021-24 and this was published shortly afterwards, with a closing date of 1st April 2021.

The tenders and additional information are provided as per **Attachment S**.

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

22 COMMUNITY AWARD 2021 (Attachment T)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 14th 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 T**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2021.

23 YOUNG TOWNSPERSON OF THE YEAR (Attachment U)

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 12th November 2020 (Minute #304 of 2020/21), Epping Town Council confirmed the criteria for the Young Townsperson the Year Award. Nominations are provided as per **Attachment U**.

Council is requested to **CONSIDER** the nominations 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.