

**MINUTES of the ORDINARY COUNCIL MEETING held by Zoom on Thursday 14<sup>th</sup> January 2021 at 6.30pm.**

**PRESENT:**

Cllr G Scruton	(Town Mayor & Chair)	
Cllr M Wright	(Deputy Town Mayor)	
Cllr N Avey	Cllr I Black	Cllr C Burgess
Cllr J Duffell	Cllr R Griffiths	Cllr C McCredie
Cllr H Pegrum	Cllr B Scruton	
Cllr M-L Whitbread	Cllr J Whitehouse	

**OFFICER:** Beverley Rumsey (Town Clerk)

**IN ATTENDANCE:** 3 members of the public, 1 member of the press

**355 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**356 DECLARATIONS OF INTEREST**

Cllr N Avey, Cllr C McCredie and Cllr J Whitehouse declared a non-pecuniary interest in agenda item 7(i) as District Councillors.

Cllr N Avey declared a non-pecuniary interest in agenda item 7(i), as he is Epping Forest District Council’s Portfolio Holder for Leisure and Parking. Cllr M-L Whitbread declared a non-pecuniary interest in agenda item 7(i) as she is related to the leader of Epping Forest District Council (Qualis are their development arm).

**357 DISPENSATIONS**

There were no dispensations.

**358 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**359 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 15<sup>th</sup> December 2020 be signed by the Mayor as a true record and adopted by the Council. **(Attachment A).**

**360 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	8 <sup>th</sup> December 2020 <b>(Attachment B)</b>
Planning & General Purposes Committee	22 <sup>nd</sup> December 2020 <b>(Attachment C)</b>

**361 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) Bakers Lane and Cottis Lane car parks**

Council discussed the two major planning applications by Qualis relating to the Bakers Lane and Cottis Lane car parks, as per **Attachment D**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be NOTED as the Town and Country Planning Act 1990;
- (ii) The Town Clerk would return comments from Epping Town Council. These are appended to these minutes as **Attachments 1-4**.

**(ii) Thanks from our caretaker Mr P Morton**

Council **NOTED** the thanks from our long-serving caretaker Mr P Morton who celebrated his 70<sup>th</sup> birthday in December. Mr Morton thanked the Town Councillors for their gift from the Town Mayor’s Allowance.

**362 TOWN MAYOR & DEPUTY TOWN MAYOR’S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 15<sup>th</sup> December 2020 were **NOTED**.

**363 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 15<sup>th</sup> December 2020:

Cllr B Scruton	Christmas Market assistance	18 <sup>th</sup> Dec 2020
	Christmas Market debrief meeting	14 <sup>th</sup> Jan 2021
Cllr C McCredie	Christmas Market assistance	18th Dec 2020
	Christmas Market debrief meeting	14 <sup>th</sup> Jan 2021
Cllr I Black	Christmas Market assistance	18th Dec 2020
	Christmas Market debrief meeting	14 <sup>th</sup> Jan 2021
Cllr J Duffell	Christmas Market assistance	18th Dec 2020
Cllr C Burgess	Christmas Market assistance	18th Dec 2020
	Playground working party	12 <sup>th</sup> Jan 2021
	Christmas Market debrief meeting	14 <sup>th</sup> Jan 2021
Cllr J Whitehouse	Budget working party meeting	16 <sup>th</sup> Dec 2020
	Christmas Market assistance	18th Dec 2020
	Christmas Market debrief meeting	14 <sup>th</sup> Jan 2021
Cllr M-L Whitbread	Christmas Market visit	18 <sup>th</sup> Dec 2020
Cllr N Avey	Christmas Market assistance	18th Dec 2020
Cllr R Griffiths	Budget working party meeting	16 <sup>th</sup> Dec 2020
Cllr H Pegrum	Budget working party meeting	16 <sup>th</sup> Dec 2020

**364 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

Council discussed the January lockdown relating to the Stonards Hill recreation ground public toilets and the public car park. It was **RESOLVED** that the public toilets would remain closed at the current time while the café was closed and this would be revisited once the café reopened. The car park gate would remain open as per its current timings, at the moment. Signage would be put at the playgrounds advertising use with caution.

An ExtraOrdinary meeting would be held on Wednesday 20<sup>th</sup> January 2021 at 6pm by Zoom to discuss/APPROVE the Lower Swaines playground refurbishment tender.

Members **NOTED** the report of the Town Clerk.

**365 FINANCIAL REPORT TO 31st DECEMBER 2020**

Council considered the summary financial report for December 2020, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

**366 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for December 2020 totalling £51,186.15. (Barclays: £42.06, The Co-operative £50,986.55 & The Co-operative online £157.54). **Please note:** a transfer from Barclays to the Cooperative of £40,000 and a petty cash withdrawal of £150 from the Co-operative.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for December 2020 were **APPROVED** as presented in the schedule.

**367 BUDGET 2021/2022 SECOND ESTIMATES**

Council **CONSIDERED** the budget second estimates, as per **Attachments I, IA, IB, IC & ID** and the two **RECOMMENDATIONS**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44, Local Audit & Accountability Act 2014;
- (ii) The budget was approved unanimously, as per **Attachment I** (precept demand £517,329);
- (iii) The draft charges with a 3% increase for all services, except the market (nil increase) were approved unanimously, as per **Attachment IB**.

**368 EQUALITY LEGISLATION**

Council discussed the equality legislation document and Epping Town Council's Equality Policy as per **Attachments J and J1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Equality Act 2010;
- (ii) Epping Town Council's Equality Policy is due for review in February 2021. Cllr R Griffiths would send a proposed amendment to the Town Clerk to build into that review.

**CLOSURE**

The Town Mayor, Cllr G Scruton, closed the meeting at **7.50pm**.

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**Signature of Chairman**

**Date**